

June 5, 1956

~~Personal and Confidential~~

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

I am indeed impressed with the imagination and ingenuity you displayed in the preparation of the folder pertaining to a career in the FBI and am taking this opportunity to commend you.

It is obvious you have given considerable thought and interest to this matter. The results, I feel, are excellent, and the pamphlet will undoubtedly be of real value. It is a pleasure to commend you for a truly praiseworthy job in this respect.

Sincerely yours,

J. Edgar Hoover

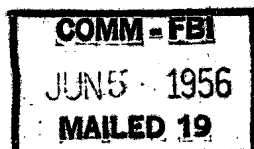
CC: Mr. Mohr (Personal Attention)

MOL:js
67-421042
(4)

67-421042-96

Based on memo Edwards to Mohr 5/24/56 DCW:jlf

Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mason _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Nease _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____



July 26, 1956

PERSONAL AND CONFIDENTIAL

0
Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

The Bureau has recently found it necessary to request the resignation of a newly appointed Special Agent, [redacted] whom you interviewed and favorably recommended for Bureau employment. After he entered on duty, this employee was found to speak in a low-pitched voice, enunciated poorly and was lacking in self-assurance. You apparently failed to note any of these undesirable characteristics at the time of your interview of the applicant and this reflects a lack of sufficient thoroughness on your part.

b6
b7c

Accordingly, you will be expected in the future to carry out your duties with greater care and consideration for the Bureau's best interests so that no further occasion will arise to call a matter of this nature to your attention.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

NC
JIC:hvp/cao
(5)

CC: Mr. Mohr (Personal Attention)
Administrative Division Personnel File

Based on memo Mason to Tolson dated 7-19-56, GCG:WTP

23
ja

67-4210-43
U.S. DEPT. OF JUSTICE
RECEIVED READING ROOM
JUL 26 10 39 AM '56
JUL 26 1956
JUL 26 1956

MAILED 2
JUL 26 1956
COMM-FBI

To: Mr. Tolson
Mr. Nichols
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Mr. Holloman
Miss Gandy

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

1. LAST NAME—FIRST NAME—MIDDLE NAME MORRELL, DONALD CLARK		2. DATE OF BIRTH JUNE 13, 1918		3. TITLE OF POSITION SPECIAL AGENT			
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) 4813 14 STREET NORTH, ARLINGTON 5, VA.				5. EMPLOYING AGENCY FBI			
6. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)							
YES		NO		YES		NO	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Poor vision in one or both eyes Eye disease Poor hearing in one or both ears Diabetes Palpitation, chest pain or shortness of breath Dizziness or fainting spells Frequent or severe headaches High or low blood pressure Drug or narcotic habit				Arthritis, rheumatism, swollen or painful joints Loss of hand, arm, foot, or leg Deformity of hand, arm, foot, or leg Nervous or mental trouble of any kind Blackouts or epilepsy Sugar or albumin in urine Excessive drinking habit (ALCOHOL) Other serious defects or diseases			
7. IF YOUR ANSWER IS "YES" TO ONE OR MORE OF THE ABOVE QUESTIONS, EXPLAIN FULLY IN THIS SPACE:							
8. (A) DO YOU WEAR GLASSES? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>(Reading glasses)</i> (B) DO YOU WEAR CONTACT LENSES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
(C) DO YOU WEAR A HEARING AID? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
I certify that my answers above are full and true, and I understand that a false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.							
SIGNATURE <i>Donald Clark Morrell</i>				DATE <i>April 27, 1956</i>			

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL	
<p>I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:</p> <p><input checked="" type="checkbox"/> There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.</p> <p><input type="checkbox"/> On the basis of items checked on this form or other information, this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed.</p> <p><input type="checkbox"/> Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:</p>	
<div style="border: 2px solid black; padding: 10px; text-align: center;"> <p>67 - NOT RECORDED</p> <p>7 JUL 5 1956</p> </div>	
<p>SIGNATURE OF DESIGNATED OFFICIAL</p> <p><i>C. L. Smith</i></p>	<p>DATE</p> <p><i>7-3-56</i></p>

PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL) MORRELL, DONALD C.		DATE 4/27/56
DIVISION AND SECTION ASSIGNED ADMINISTRATIVE DIVISION - PERSONNEL SECT.		POSITION TITLE SPECIAL AGENT
THIS IS TO CERTIFY THAT I PRESENTLY <input checked="" type="checkbox"/> HOLD <input type="checkbox"/> DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.		
PERMIT ISSUED BY: (STATE, TERRITORY POSSESSION, DISTRICT) VIRGINIA	PERMIT NUMBER 153116	PERMIT EXPIRES JUNE 30, 1957
THIS IS AN <u>UNRESTRICTED</u> (RESTRICTED) PERMIT. (IF RESTRICTED, EXPLAIN BELOW) (STRIKE OUT ONE)		
<p>THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY <u>6500</u> MILES. DURING THIS TIME (A) I <input checked="" type="checkbox"/> HAVE <input type="checkbox"/> HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I <input type="checkbox"/> HAVE <input checked="" type="checkbox"/> HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.</p> <p>3/17/56 - Failure to observe a stop sign, Arlington, Va. Fine \$8.25 paid.</p>		
* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.		Donald C. Morrell SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL) Smith, C. Q.		POSITION TITLE SPECIAL AGENT	DATE 7-3-56
THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:			
<input checked="" type="checkbox"/> CONTINUOUS SAFE DRIVING RECORD <input type="checkbox"/> INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **			
I CERTIFY THAT THIS EMPLOYEE IS:			
<input checked="" type="checkbox"/> QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS. <input type="checkbox"/> NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.			
REMARKS:			
<p style="text-align: center;">53</p> <p style="text-align: center;">67-101 RECORDED 7 JUL 5 1956</p> <p style="text-align: right;">C. Q. Smith (SIGNATURE OF REVIEWING OFFICIAL)</p>			
** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.			

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 5/24/56

FROM : H. L. Edwards

SUBJECT: APPLICANT RECRUITMENT FOLDER

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

The Director has approved printing 25,000 copies of ~~of~~ recruitment folder drawn up by the Administrative Division and the recommendation that hereafter the folder be used in recruiting and in supplementing applicant correspondence. Twenty-five thousand copies have been printed and are partly to be distributed to the various field offices as an aid in local recruitment and for use in career-day activities. In addition, one folder will be enclosed with each new appointment letter and the folder will also be used in supplementing applicant correspondence at the Seat of Government and will be distributed to selected tours of high school students at the Seat of Government.

In order for the field to obtain additional copies of the folder from time to time, it will be necessary for the Property Management Section of the Administrative Division to open a stock ledger so that the field, and SOG, can reorder supplies of the folder on Stock Room requisition form RD-215. In this manner the Property Management Section will be able to have a supply on hand and replenish the stock of the field and the Seat of Government. The field will be notified of the existence of this folder and the fact that a supply is to be furnished each field office by separate cover by means of an LAC Letter.

There are presently 25,000 copies on hand and this stock will be depleted through a distribution to the field, the Administrative Division, and Records and Communications Division. Therefore, it will be necessary to set up an additional stock on hand in order that additional requests from the field can be filled. Copy of folder is attached.

23 JUN 13 1956

RECOMMENDATIONS OF ADMINISTRATIVE DIVISION:

1. It is recommended that the Property Management Section of the Administrative Division set up a stock ledger card on the recruitment folder so that control of this item can be regulated.

Enclosures (2)

DCM:jlj
(4)cc - H. L. Edwards
A. M. Newman

Tested by [unclear]
Desk 5/31/56
K

1547
f
initialed
[unclear]

2-12-1
[unclear]

61-2160-474

PX

D. C. MORRELL

60

2. It is further recommended that the Property Management Unit order an additional 25,000 copies of the folder so that control can be maintained currently.

OK/D

3. It is also recommended that the attached SAC Letter notifying the field of this folder be approved.

OK/D

ADDENDUM: WST:lae 5/24/56

SA D. C. Morrell was assigned the task of preparing the text for this recruitment folder. The rough idea for the format was discussed with Mr. George L. Cheesman of the Exhibit Section who thereafter was responsible for drawing up the folder in its final form. Mr. Kenneth A. Mann did the actual art work and made the layout on the folder. It is felt that this folder is outstanding and that all three of these employees did an excellent job in carrying out their part of this project. The folder will do the Bureau untold good through creating better understanding and interest on the part of the public regarding the advantages of a career in the Bureau.

RECOMMENDATION:

It is recommended that SA Morrell, Mr. Cheesman and Mr. Mann be commended by letter for their excellent work on this folder.

done
MCH:f
6-5-52
W. Edwards
J. H. Edwards
J. H. Edwards
J. H. Edwards
J. H. Edwards
J. H. Edwards

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 10/18/56

FROM : H. L. Edwards *HL*

SUBJECT: DONALD C. MORRELL
 SA Supervisor
 Personnel Section
 Administrative Division

Tolson _____
 Nichols _____
 Boardman _____
 Belmont _____
 Mason _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Nease _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SA Morrell has advised that [redacted] age [redacted]

b6
 b7C

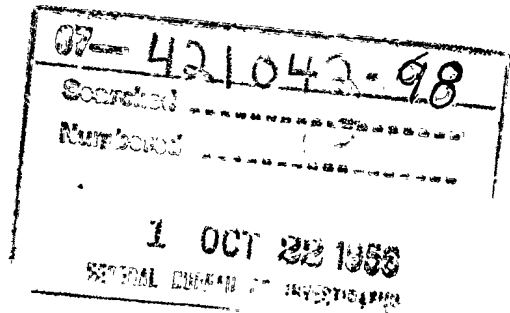
RECOMMENDATION:

None. The foregoing is for information purposes.

HL
 10/19

CCM
 DCM:klm

(2) *klm*



16
 56 OCT 23 1956

CCM

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:

~~returned~~

INSPECTOR'S MANUAL # 61 ✓
(issued 8-15-56)

RETURNED *destroyed 8/30/56*

INSPECTOR'S MANUAL # 777 ✓
(issued 4-7-52)

FILE

3-M

PER *[Signature]*

10 SEP RECD 1956

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

Donald C. Morrell
Donald C. Morrell

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or Print) Morrell, Donald C.		2. GRADE AND COMPONENT OR POSITION SA	3. IDENTIFICATION NO. USNR 119838
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual	6. DATE OF EXAMINATION Oct. 12, 1956
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH 6-13-18	
13. PLACE OF BIRTH Brooklyn, N. Y.		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS NNMC		16. OTHER INFORMATION	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
-------------------------	------------------------------	-----------------

CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)
NORMAL	ABNOR- MAL	(Check each item in appropriate column: enter "N. E." if not evaluated)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. HEAD, FACE, NECK, AND SCALP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. NOSE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. SINUSES
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. MOUTH AND THROAT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. DRUMS (Perforation)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. OPHTHALMOSCOPIC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. PUPILS (Equality and reaction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. LUNGS AND CHEST (Include breasts)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. HEART (Thrust, size, rhythm, sounds)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. VASCULAR SYSTEM (Varicosities, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. ABDOMEN AND VISCERA (Include hernia)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. ENDOCRINE SYSTEM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	34. G-U SYSTEM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	35. UPPER EXTREMITIES (Strength, range of motion)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. FEET
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. SPINE, OTHER MUSCULOSKELETAL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. SKIN, LYMPHATICS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	41. NEUROLOGIC (Equilibrium tests under item 70)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done)
<input type="checkbox"/>	<input type="checkbox"/>	43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)	REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES																																																			
<p>O.—Restorable teeth X.—Missing teeth (6 X 8).—Fixed bridge, brackets, include abutments</p> <p>I.—Nonrestorable teeth XXX.—Replaced by dentures</p> <p>X (X X)</p> <table><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>L</td></tr><tr><td>32</td><td>31</td><td>30</td><td>29</td><td>28</td><td>27</td><td>26</td><td>25</td><td>24</td><td>23</td><td>22</td><td>21</td><td>20</td><td>19</td><td>18</td><td>17</td><td>F</td></tr><tr><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>T</td></tr></table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	F	X																T	<p>Meets dental standards.</p> <p>99</p>
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L																																				
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	F																																				
X																T																																				

LABORATORY FINDINGS			47. SEROLOGY (Specify test used and result) Neg. 10 OCT 1956 FEDERAL BUREAU OF INVESTIGATION
45. URINALYSIS: SP. GR. 1.015			
ALBUMIN N	SUGAR N	MICROSCOPIC N	
46. CHEST X-RAY (Place, date, film number, result) Neg. 4E246 c			
48. EKG See #73		49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS

007 J 1953

IF MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 67	52. WEIGHT 164	53. COLOR HAIR Brown	54. COLOR EYES Blue	55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>	56. TEMP.
57. BLOOD PRESSURE (Arm at heart level)		58. PULSE (Arm at heart level)			
SITTING SYS. 112 DIAS. 70	RECUM- BENT SYS. DIAS.	STANDING (3 min) SYS. 138 DIAS. 84	SITTING SYS. 112 DIAS. 70	AFTER EXERCISE 2 MIN. AFTER	RECUMBENT AFTER STANDING 3 MIN.
59. DISTANT VISION		60. REFRACTION		61. NEAR VISION	
RIGHT 20/20	CORR. TO 20/	BY S.	CX	0.62M	CORR. TO BY
LEFT 20/20	CORR. TO 20/	BY S.	CX	0.62M	CORR. TO BY
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD					
63. ACCOMMODATION RIGHT LEFT		64. COLOR VISION (Test used and result) ACS 1940 15/18		65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED	
66. FIELD OF VISION		67. NIGHT VISION (Test used and score)		68. RED LENS	
69. INTRAOCULAR TENSION					
70. HEARING		71. AUDIOMETER			
RIGHT WV 15 /15 SV 15 /15 LEFT WV 15 /15 SV 15 /15		250 500 1000 2000 3000 4000 8000 250 512 1024 2048 2896 4096 8192			
		RIGHT LEFT			
72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)					

48. Early repolarization. Within normal limits. No significant change.

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)	
75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)	
76. PHYSICAL PROFILE	
P U L H E S	
PHYSICAL CATEGORY	
A B C E	
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT QUALIFIED FOR strenuous physical exertion and use of firearms.	
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER	
79. TYPED OR PRINTED NAME OF PHYSICIAN G. R. JOHNSTON, CAPT, MC, USN	
SIGNATURE /s/ G. R. Johnston	
80. TYPED OR PRINTED NAME OF PHYSICIAN	
SIGNATURE	
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)	
SIGNATURE /s/ J. B. Ferris	
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	
SIGNATURE	
NUMBER OF ATTACHED SHEETS	

ATTACHMENT TO STANDARD FORM 88
(Revised December 5, 1955)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations,
17	should be afforded whenever possible.)
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical exertion. (Designate which)
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? Does examinee have any defects prohibiting safe operation of motor vehicles?

No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G. R. Johnston

(Signature of Medical Examiner)

OCT 19 1956

(Date)

MORRELL, D.C.

99 GCM

January 28, 1957

~~Personal and Confidential~~

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

I certainly was gratified to learn of the extraordinary accomplishments realized in the recruitment of clerical employees for the Seat of Government during recent months.

The major contribution made by you toward the success of this program is indeed worthy of special recognition particularly in view of the many obstacles which necessarily had to be overcome in realizing the objective. You should indeed be proud of your splendid performance which most assuredly is deserving of commendation.

67-421042-100
Sincerely yours,

J. Edgar Hoover

CC: Mr. Mohr (Personal Attention)

CRD:js
67-421042
(4)

Based on memo Edwards to Mohr 1/22/57 EJI:klm & Addendum WST:lae 1/23/57.

Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Nease _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: DONALD C. MORRELL

Where Assigned: Administrative Personnel Section,
(Division) Applicant Recruitment Unit
(Section, Unit)

Official Position Title: Special Agent Supervisor

Rating Period: from 4/1/56 to 3/31/57

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

DCM

Rated by:

Everett J. Ingram
Signature

Unit Chief
Title

4/16/57
Date

Reviewed by: {

William P. Tavel
Signature

Asst Personnel Officer
Title

4/17/57
Date

Rating Approved by:

J. P. ...
Signature

Asst Dir
Title

4/22/57
Date

TYPE OF REPORT

(X) Official

(X) Annual

() Administrative

() Temporary

() Transfer

() Separation from Service

() Special

421042-101

3.5

37

3-1

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

APR 25 1997

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD C. MORRELLTitle Special Agent SupervisorRating Period: from 4/1/56 to 3/31/57

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - Any element rated "Unsatisfactory" must be supported by narrative comments.
 - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- | | |
|---|---|
| <p><u>E</u> (1) Personal appearance.
 <u>E</u> (2) Personality and effectiveness of his personal contacts.
 <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
 <u>E</u> (4) Physical fitness (including health, energy, stamina).
 <u>+</u> (5) Resourcefulness and ingenuity.
 <u>+</u> (6) Forcefulness and aggressiveness as required.
 <u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
 <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.
 <u>+</u> (9) Planning ability and its application to the work.
 <u>E</u> (10) Accuracy and attention to pertinent detail.
 <u>+</u> (11) Industry, including energetic, consistent application to duties.
 <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
 <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
 <u>O</u> (14) Technical or mechanical skills.
 <u>O</u> (15) Investigative ability and results:
 ___ (a) Internal security cases
 ___ (b) Criminal or general investigative cases
 ___ (c) Fugitive cases
 ___ (d) Applicant cases
 ___ (e) Accounting cases
 <u>O</u> (16) Physical surveillance ability.</p> | <p><u>E</u> (17) Firearms ability.
 <u>O</u> (18) Development of informants and sources of information.
 <u>+</u> (19) Reporting ability:
 <u>O</u> (a) Investigative reports
 <u>O</u> (b) Summary reports
 <u>+</u> (c) Memos, letters, wires
 (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)
 <u>O</u> (20) Performance as a witness.
 <u>E</u> (21) Executive ability:
 <u>E</u> (a) Leadership
 <u>E</u> (b) Ability to handle personnel
 <u>E</u> (c) Planning
 <u>E</u> (d) Making decisions
 <u>E</u> (e) Assignment of work
 <u>E</u> (f) Training subordinates
 <u>E</u> (g) Devising procedures
 <u>E</u> (h) Emotional stability
 <u>E</u> (i) Promoting high morale
 <u>E</u> (j) Getting results
 <u>O</u> (22) Ability on raids and dangerous assignments:
 ___ (a) As leader
 ___ (b) As participant
 <u>E</u> (23) Organizational interest, such as making of suggestions for improvement.
 <u>+</u> (24) Ability to work under pressure.
 <u>E</u> (25) Miscellaneous. Specify and rate:
 <u>E</u> Dictation ability
 <u>E</u> <u>Interviewing ability</u></p> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Special Agent Supervisor, Applicant Recruitment Unit

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Supervisor, desk man.

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? ___ (If answer to either question is "Yes," explain in narrative comments.)E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No

If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: _____

EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

DCM

PART I, GENERAL COMMENTS

SA Morrell presents an excellent personal appearance, possesses a pleasant personality and gets along well with fellow employees and others with whom he comes in contact. He is intelligent, exercises good judgment, and possesses the ability to analyze a given problem and arrive at the proper conclusion. He is completely familiar with the Bureau's policies and procedures, particularly with regard to Bureau applicant matters and other matters supervised by him in the past.

During the entire rating period he has served in the Applicant Recruitment Unit. His duties have consisted primarily of all phases of the processing of Bureau applicants, the handling of maintenance employees, Clerk-Agent ratio, applicant correspondence and other related duties. He has been able to comprehend the many ramifications of Bureau applicant matters in a minimum period of time and is presently well versed in all of his duties. His attitude has been commendable during the entire rating period as reflected by his willingness to carry his equitable share of the work load and to voluntarily utilize his personal time when the work load of the unit warranted such action. He is able to handle a tremendous volume of mail with unusual accuracy and he works extremely well under pressure. He assumes responsibility without hesitation and is constantly on the lookout for better ways of handling the work of the unit. He has been responsible for streamlining some of the procedures regarding Bureau applicant matters. He possesses an alert mind and he is most willing and aggressive. He can be depended upon to put forth his best effort in connection with any assignment afforded him.

He is highly regarded by clerical personnel working under his supervision and he is able to obtain from them maximum production. He is a real asset to the unit and has performed in a satisfactory manner in the absence of the Unit Chief.

During the rating period, he was commended for his imagination and ingenuity in the preparation of a folder entitled, "Facts About a Career in the FBI." He was also commended for his contribution in connection with an intensive applicant recruitment program conducted by the Bureau during the Fall of 1956.

PART II, SPECIFIC COMMENTS

I. JUSTIFICATION FOR ANY MINUS RATINGS GIVEN

Not Applicable

II. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE

He is a qualified Inspector's Aide but did not serve on any inspection during the rating period.

III. PARTICIPATION IN INFORMANT PROGRAM

Not Applicable

IV. TESTIFYING EXPERIENCE AND ABILITY

He has had substantial testifying experience while assigned to the field but has had no opportunity to testify during the rating period.

V. DISCIPLINARY ACTION

On 7/26/56 SA Morrell was censured for favorably recommending a Special Agent applicant who, upon entry on duty at the Bureau, was found to be lacking in self-assurance and to possess other qualities not desirable in a Special Agent. His interview of this applicant was not considered sufficiently thorough.

VI. ACCOUNTING INFORMATION

Not Applicable

VII. POLICE INSTRUCTION

Not Applicable

VIII. SOUND TRAINING

Not Applicable


IX. POTENTIALITY FOR AND INTEREST IN ADMINISTRATIVE ADVANCEMENT

✓ SA Morrell is considered fully qualified at the present time to fill the position of Assistant Special Agent in Charge in a small or medium sized office. He is also considered qualified to assume greater responsibilities at the Seat of Government. He is interested in and is completely available for administrative advancement. His attitude, loyalty and capability are such that he should be able to creditably fill any administrative position for which he might be selected.

1. Agency and organizational designations F.B.I., U. S. Dept. of Justice		2. Pay rate 00002	3. Block No.	4. Slip No. 885
5. Employee's name (and social security account number when appropriate) MR. DONALD C. LAMMELL		6. Grade and salary GS 13 \$9420		

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks: 55 FEB 26 1957	11. Appropriation(s) 	12. Prepared by
	13. Audited by 	

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date 3-24-57	15. Date last equivalent increase 9-25-55	16. Old salary rate \$9205	17. New salary rate \$9420	18. Performance rating is satisfactory or better. <div>(Signature or other authentication)</div>
--------------------------------------	---	--------------------------------------	--------------------------------------	---

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
Period(s):

☒ No excess LWOP. Total excess LWOP _____

(Check applicable box in case of excess LWOP)
☐ In pay status at end of waiting period.
☐ In LWOP status at end of waiting period. **ML/mb** Initials of Clerk

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 1/22/57

FROM : H. L. Edwards

SUBJECT: BUREAU APPLICANT PROGRAM
GENERAL

Tolson _____
 Nichols _____
 Boardman _____
 Belmont _____
 Ladd _____
 Rosen _____
 Tamm _____
 Nease _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

You will recall that during the fall months we had a critical shortage of clerical employees at the Seat of Government (SOG) which necessitated an intensive Applicant Recruitment Program. During the early part of November, 1956, we were almost 400 clerical employees short at the SOG.

A tabulation which has just been made in the Applicant Recruitment Unit reflects that during the period from October 1, 1956, through January 16, 1957, we had 887 new clerical employees enter on duty at the SOG. This figure is broken down by months as follows:

Month	Clerical EOD's at SOG
October	99
November	263
December	225
January (through 1/16/57)	300
Total	887

In addition to the above, as of today, we have 96 clerical appointments outstanding for the SOG for the class scheduled to report on 1/28/57. Considering these outstanding appointments for the remainder of January, it is apparent that new clerical employees entering on duty at the SOG during the period from October 1, 1956, through January 31, 1957, will total almost 1000. It is significant to note that 488, or approximately 1/2 of these, entered on duty during the months of November and December despite the fact that it is extremely difficult to obtain new employees during those months in view of the holiday season and the reluctance of new employees to leave their homes at that time of the year.

At the present time, all clerical needs at the SOG have been filled and it is expected that outstanding appointments, plus clerical applicants presently being processed, will be sufficient to fill future needs for the next few months.

RECOMMENDATION: **RECD**

None. Submitted for information purposes.

EJ:klm

(4)

cc - Mr. Adams

SEE ADDENDUM PAGE 2

10 JAN 21 1957

U.S. GOVERNMENT PRINTING OFFICE

3-140-1

ADDENDUM: WST:lae 1/23/57

The recruiting drive that was put on last fall was undoubtedly one of the most intensive in the Bureau's history. I do not believe that there has been any period at that time of year when we have hired so many clerical employees in 3 1/2 months. [redacted] the clerical supervisor of the Applicant Briefing Unit, has received an incentive award for her efforts in connection with this drive and several of the clerical employees of this unit have been commended by letter.

Actually, the tremendous momentum generated in this drive and the excellent results achieved were due in no small measure to the enthusiastic, determined and persistent manner in which SA Everett Ingram followed the field almost on an hourly basis in getting the drive rolling. The instructions which he issued were phrased in such a manner as to leave no doubt that the Bureau expected results and I feel that he did an outstanding job in this drive for which he should be commended. Likewise, SAs Donald Morrell, Richard Hunsinger and William E. Leishear, in assisting SA Ingram handle a tremendous volume of paper in a short period, devoted themselves wholeheartedly to the recruiting effort, spending a great deal of their own time on weekends in getting cases ready for appointment in a splendid manner and certainly deserve a great deal of the credit for the tremendous success of this drive. Mr. Leishear, in addition, interviewed a large number of applicants who applied at the Seat of Government and handled this abnormally large volume of interviews in addition to assisting SAs Morrell and Ingram in reviewing briefs and handling the other paper work necessary to getting out appointments.

Likewise, SA James Adams, who is directly responsible for the unit which prepares the actual appointment letters, did a splendid job in organizing the work in that unit so that appointments went out with incredible speed. SA Adams personally reviewed and initialed almost every appointment that went out and I feel that he did an outstanding job in getting the volume of appointments out in an extremely short period of time and also in keeping up the morale of the girls in his unit and keeping them going at top speed so that we got maximum results from them. Several of the girls in his unit received letters of commendation for their efforts and I feel that SA Adams is likewise entitled to a letter of commendation for his part in this successful drive. There are no clerical employees in either Adams' or Ingram's units who merit commendation, aside from those already commended.

RECOMMENDATION:

That SAs Ingram, Morrell, Leishear, Hunsinger and Adams be commended by letter for their splendid efforts which resulted in the success of this intensive recruiting drive.

I agree - They did a fine job as a team.
W Edwards
Don ✓ *-2-*
1/23

low
CEP
1-28-57

W. J. Mohr

August 18, 1957

PERSONAL

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

On this special occasion of your Tenth Anniversary with the Federal Bureau of Investigation today, it is extremely pleasant to extend my warm congratulations and present the enclosed Ten-Year Service Award Key.

It is indeed encouraging to observe the spirit of loyalty and the devotion to duty which pervade the work performance of our many faithful employees such as you. It is evident that each employee is aware of the fact that his assignment is essential to the proper discharge of the Bureau's responsibilities. Your own record during your years of service proves how effectively you have contributed to our accomplishments, and I want you to know how appreciative I am.

I hope that through your continued association with the Bureau I shall be able to present additional Service Awards to you upon subsequent anniversaries.

With best wishes,

Sincerely,

*Delivered to Mr. Mohr's
office 9am 8-16-57*

Enclosure

cc- Mr. Mohr (P&C)

WSH:pab
(4) 67-421042

READING ROOM
B I
JUL 10 6 05 PM '57

67-421042-102
27

W 824

Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Tele. Rm. _____
Holloman _____

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

8/19/57

I certify that I have received the following Government property for official use:

~~1 returned~~

Manual of Rules and Regulations #594

S-M

PER JLB

READ

69
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

Donald C. Morrell
Donald C. Morrell, SA



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~XXXXXX~~) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Elizabeth H. Morrell Relationship Wife Date May 15, 1957
Address 4813 14th Street North, Arlington, Virginia

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Elizabeth H. Morrell Relationship Wife Date May 15, 1957
Address 4813 14th Street North, Arlington, Virginia

Very truly yours,

Donald C. Morrell
Donald C. Morrell
Special Agent

JUN 4 1957
70

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) MORRELL, Donald Clark		2. GRADE AND COMPONENT OR POSITION SA * FBI	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION ANNUAL	6. DATE OF EXAMINATION 9-9-57
7. SEX M	8. RACE White	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH 6/13/18	
13. PLACE OF BIRTH Brooklyn, N.Y.		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS N.N.M.C.		16. OTHER INFORMATION	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)		

CLINICAL EVALUATION	
NORMAL	ABNOR- MAL
	(Check each item in appropriate column; enter "N. E." if not evaluated)
	18. HEAD, FACE, NECK, AND SCALP
	19. NOSE
	20. SINUSES
	21. MOUTH AND THROAT
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
	23. DRUMS (Perforation)
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
	25. OPHTHALMOSCOPIC
	26. PUPILS (Equality and reaction)
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
	28. LUNGS AND CHEST (Include breasts)
	29. HEART (Thrust, size, rhythm, sounds)
	30. VASCULAR SYSTEM (Varicosities, etc.)
	31. ABDOMEN AND VISCERA (Include hernia)
	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
	33. ENDOCRINE SYSTEM
	34. G-U SYSTEM
	35. UPPER EXTREMITIES (Strength, range of motion)
	36. FEET
	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
	38. SPINE, OTHER MUSCULOSKELETAL
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
	40. SKIN, LYMPHATICS
	41. NEUROLOGIC (Equilibrium tests under item 72)
	42. PSYCHIATRIC (Specify any personality deviation)
Females only (Check how done)	
	43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

Slight redness pharynx

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																	
O.—Restorable teeth X.—Missing teeth (6 X 8).—Fixed bridge, brackets, etc. (Include abutments)																	
/.—Nonrestorable teeth XXX.—Replaced by dentures																	
R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L
X																	
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17		

REMARKS AND "ADDITIONAL DENTAL DEFECTS AND DISEASES"
Meets Dental Standards
9-9-57

45. URINALYSIS: SP. GR. 1.015			46. CHEST X-RAY (Place, date, film number, result)	47. SEROLOGY (Specify test used and result)
ALBUMIN Neg	SUGAR Neg	MICROSCOPIC Neg	Negative 050638	Kahn, Negative
48. EKG Normal		49. BLOOD TYPE AND RH FACTOR B+	50. OTHER TESTS	

MEASUREMENTS AND OTHER FINDINGS																																			
51. HEIGHT <div style="text-align: center;">67</div>		52. WEIGHT <div style="text-align: center;">168</div>		53. COLOR HAIR <div style="text-align: center;">Brown</div>		54. COLOR EYES <div style="text-align: center;">Blue</div>		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP.																									
57. BLOOD PRESSURE (<i>Arm at heart level</i>)						58. PULSE (<i>Arm at heart level</i>)																													
SITTING SYS. <div style="text-align: center;">134</div> DIAS. <div style="text-align: center;">78</div>		RECUM- BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING <div style="text-align: center;">72</div>		AFTER EXERCISE		2 MIN. AFTER																									
59. DISTANT VISION		60. REFRACTION				61. NEAR VISION																													
RIGHT 20/ <div style="text-align: center;">20</div> CORR. TO 20/		BY S. CX R				0.62M CORR. TO BY																													
LEFT 20/ <div style="text-align: center;">20</div> CORR. TO 20/		BY S. CX L				0.62M CORR. TO BY																													
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD																																			
63. ACCOMMODATION RIGHT LEFT		64. COLOR VISION (<i>Test used and result</i>) <div style="text-align: center;">AOC 1946 18/18</div>				65. DEPTH PERCEPTION (<i>Test used and score</i>)		UNCORRECTED																											
								CORRECTED																											
66. FIELD OF VISION		67. NIGHT VISION (<i>Test used and score</i>)				68. RED LENS		69. INTRAOCULAR TENSION																											
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (<i>Tests used and score</i>)																											
		<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td></td> <td>250 256</td> <td>500 512</td> <td>1000 1024</td> <td>2000 2048</td> <td>3000 2896</td> <td>4000 4096</td> <td>8000 8192</td> </tr> <tr> <td>RIGHT WV</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT WV</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	RIGHT WV								LEFT WV											
	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192																												
RIGHT WV																																			
LEFT WV																																			
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY																																			

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (<i>List diagnoses with item numbers</i>)																							
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">21. Chr. Nose-pharyngitis</div> <div style="width: 70%;"> 1. Nose drops g&l 2. Sulfa T8 2h on tongue 3. Benadryl and ephedrine ac&hs ac </div> </div>																							
75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (<i>Specify</i>)								76. PHYSICAL PROFILE															
								<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>P</td> <td>U</td> <td>L</td> <td>H</td> <td>E</td> <td>S</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				P	U	L	H	E	S						
P	U	L	H	E	S																		
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT QUALIFIED FOR Strenuous Physical Exertion and use of Firearms.								78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER															
								<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>A</td> <td>B</td> <td>C</td> <td>E</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				A	B	C	E								
A	B	C	E																				
79. TYPED OR PRINTED NAME OF PHYSICIAN <div style="text-align: center;">G. R. JOHNSTON, CAPT, MC, USN</div>						SIGNATURE <div style="text-align: center;">S/G. R. Johnston</div>																	
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE																	
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (<i>Indicate which</i>)						SIGNATURE <div style="text-align: center;">S/J. B. Ferris</div>																	
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE																	
						NUMBER OF ATTACHED SHEETS																	

ATTACHMENT TO STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION
(Revised August 10, 1956)

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER

Name of examinee: MORRELL, DONALD CLARK
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS
OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical exertion. (Designate which)
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? ☐ Yes ☒ No

2. Does examinee have any defects prohibiting safe operation of motor vehicles? ☐ Yes ☒ No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING
TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G. R. Johnston
(Signature of Medical Examiner)

SEP 25 1957

(Date)

67-421 042-103
ENCLOSURE

Morrell, Donald C., SA

6 til 9-3-58 ✓

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16-48990-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD							
		TAKEN		Hrs. ACCR.	TAKEN			Hrs. ACCR.	TAKEN		Hrs. ACCR.	TAKEN		Hrs. ACCR.	DATE	TYPE	HRS.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.			TOTAL		HRS.	TOTAL		HRS.	TOTAL									
JANUARY						JULY																	
FEBRUARY						AUGUST																	
MARCH						SEPTEMBER																	
APRIL						OCTOBER																	
MAY						NOVEMBER																	
JUNE						DECEMBER																	
												REMARKS											
																YEARLY SUMMARY (HOURS)							
																ITEM		ANN.	SICK				
																BAL. FORWARDED							
																YR. ACCRUAL							
																TOTAL							
																TOTAL TAKEN							
																BALANCE							

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Morrell, Donald C., SA

8-18-47

1955

6 til 9-3-58

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16-48909-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. No.	ANNUAL			SICK			MONTH	PAY PER. No.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD					
		TAKEN		Hrs. ACCR.	TAKEN		Hrs. ACCR.			TAKEN		Hrs. ACCR.	TAKEN		Hrs. ACCR.	DATE		TYPE		HRS.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.
		HRS.	TOTAL		HRS.	TOTAL				HRS.	TOTAL		HRS.	TOTAL											
JANUARY	2			6			4	JULY	15	4	128	84			56										
	3			12			8		16			90			60										
	4	2	2	18	8	8	12																		
FEBRUARY	5	1	3	24			16	AUGUST	17	4	132	96	14	27	64										
	6	1	4	30	2	10	20		18			102			68										
									19			108			72										
MARCH	7			36			24	SEPTEMBER	20			114			76										
	8	16	20	72	1	11	28		21	20	152	120			80										
APRIL	9			48			32	OCTOBER	22			126	1	28	84										
	10	22	42	54			36		23			132			88										
MAY	11	48	90	60			40	NOVEMBER	24			138			92										
	12	4	94	66			44		25			144			96										
JUNE	13	4	98	72			48	DECEMBER	26			154			100										
	14	26	124	78			52		1	8	160	160			104										
															REMARKS										
															YEARLY SUMMARY (HOURS)										
															ITEM				ANN. ✓ SICK ✓						
															BAL. FORWARDED				420 512						
															YR. ACCRUAL				160 104						
															TOTAL				580 616						
															TOTAL TAKEN				160 28						
															BALANCE ✓				420 588						

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Morrell,	Donald C., SA			8-18-47		1954

Morrell, Donald C., SA

661 9-3-58

D-3

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

☆ GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		Hrs.	TAKEN			Hrs.	TAKEN		Hrs.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL	ACCR.	HRS.			TOTAL	ACCR.	HRS.	TOTAL	ACCR.	DATE	TYPE	HRS.					TOTAL
JANUARY	2			6			16		40		60									
	3	8	8	12			17		96		64									
	4			18	22	22	12													
FEBRUARY	5			24			18	4	132	102	3	25	68							
	6			30			19		168		72									
							21		114		76									
MARCH	7			36			21	1	133	120		80								
	8			42			22	5	138	126		84	0							
	9			48																
APRIL	10			54			23	9	147	132		88		REMARKS						
	11			60			24		138		92									
MAY	12			66			25		144		96									
	13			72			26	5	152	150		100	0							
JUNE	14	40	48	78			27		160		104									
	15	80	128	84			1	12	164	166		108	0							
												420				YEARLY SUMMARY (HOURS)				
																ITEM	ANN.	SICK		
																BAL. FORWARDED	416	429		
																YR. ACCRUAL	420	108		
																TOTAL	166	537		
																TOTAL TAKEN	164	25		
																BALANCE	422	512		

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Morrell, Donald C., SA

8-18-47

1953

746

6118 9/3/58

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD ✓ ☆ GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD							
		TAKEN		Hrs.	TAKEN			Hrs.	TAKEN		Hrs.	DATE TYPE HRS. TOTAL				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.				
		HRS.	TOTAL	ACCR.	HRS.			TOTAL	ACCR.	HRS.	TOTAL	ACCR.											
JANUARY	22			K	2	2	JULY	16	3	18	88												
	3			10		6		17			94												
	4	7	7	16	8	10		10															
FEBRUARY	5			22		14	AUGUST	18	56	74	160												
	6			28	24	34		19	80	154	106												
								20			112												
MARCH	7			34		22	SEPTEMBER	21			118												
	8			40		26		22			124												
	9	4	11	46	8	42		30															
APRIL	10			52	6	48	OCTOBER	23			130	8	56	86	REMARKS								
	11			58		38		24			136			90									
MAY	12			64		42	NOVEMBER	25			142	21	77	94	YEARLY SUMMARY (HOURS)								
	13	4	15	70		46		26			148			98					ITEM	ANN.	SICK		
																			BAL. FORWARDED	446	404		
JUNE	14			76		50	DECEMBER	1			158			102	TOTAL				574	506			
	15			82		54													TOTAL TAKEN	154	77		
																			416 plus 4	BALANCE	420	429	

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Morrell, Donald C., SA

B-18-47

1952

pure

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137

General Regulations No. 102

LEAVE RECORD

GPO 16-48993-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD						
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.	DATE		TYPE		HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.			TOTAL		HRS.	TOTAL		HRS.	TOTAL		HRS.	TOTAL	PERIOD				
JANUARY	26			4		JULY	16			116		70										
	3			12			17			124	40		48									
	4			20																		
FEBRUARY	5			28		AUGUST	18	40	90	132		80										
	6	26	26	36			19	80	170	140												
MARCH	7			44		SEPTEMBER	20			149		90										
	8			52			21			143												
							22	8	178	149												
APRIL	9			60		OCTOBER	23			155		100	REMARKS									
	10			68			24	8	186	180												
	11			76	4		4															
MAY	12	8	34	84		NOVEMBER	25			188		110					YEARLY SUMMARY (HOURS)					
	13			92			26			196								ITEM	36 ANN.	SICK		
JUNE	14			100	4	8						120					BAL. FORWARDED	358	333			
	15	8	42	108		1			204								YR. ACCRUAL	208	120			
	16	8	30	108		2			208	1	49						TOTAL	602	453			
																				TOTAL TAKEN	186	49
																				BALANCE	416	404

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
SA	Morrell, Donald C.			8-18-47		1951

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION No. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. No.	ANNUAL			SICK			MONTH	PAY PER. No.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS.	TAKEN		HRS.			TAKEN		HRS.	TAKEN		HRS.	DATE		TYPE	HRS.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.
		HRS.	TOTAL	ACCR.	HRS.	TOTAL	ACCR.			HRS.	TOTAL	ACCR.	HRS.	TOTAL	ACCR.									
JANUARY	26			4	2	2	10	JULY	16	16	172	116												
	3	8	8	12					17			124												
	4	32	40	20																				
FEBRUARY	5			28			20	AUGUST	18			132												
	6			36					19			140												
MARCH	7			44			30	SEPTEMBER	20			148												
	8			52					21			156												
APRIL	9	20	60	60			40	OCTOBER	22			164												
	10			68					23			172												
	11			76					24			180												
MAY	12			84			50	NOVEMBER	25			188												
	13			92					26			196	14	16										
JUNE	14	24	84	100			60	DECEMBER	1			204												
	15	12	156	168					2a			208												
															REMARKS									
																			YEARLY SUMMARY (HOURS)					
																			ITEM	ANN.	SICK			
																			BAL. FORWARDED	358	229			
																			YR. ACCRUAL	208	120			
																			TOTAL	566	349			
																			TOTAL TAKEN	172	16			
															358 plus 36				BALANCE	394	333			

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION No. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR
SA Morrell, Donald C. 8-18-47 1950

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16-48990-1

Form prescribed by Comp. Gen., U. S.
June 23, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD					
		TAKEN		HRS.				TAKEN		HRS.		W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.		
		HRS.	TOTAL	ACC.	ACC.			HRS.	TOTAL	ACC.	ACC.	DATE	TYPE	HRS.	TOTAL						
JANUARY	20			4		JULY	16			116											
	3			12			17			124											
	4			20																	
FEBRUARY	5			28		AUGUST	18			132											
	6			36			19			140											
MARCH	7			44		SEPTEMBER	20			148											
	8			52			21	10	23	156											
APRIL	9	9	9	60		OCTOBER	22			164											
	10			68			23			172											
							24			180											
MAY	11	4	13	76		NOVEMBER	25	8	31	184	2	3	110								
	12			84			26			196	25	28									
	13			92																	
JUNE	14			100		DECEMBER	1			204	27	55	120								
	15			108			2a			208											
												REMARKS				YEARLY SUMMARY (HOURS)					
																ITEM	ANN.	SICK			
																BAL. FORWARDED	181	164			
																YR. ACCRUAL	208	120			
																TOTAL	389	284			
																TOTAL TAKEN	31	55			
																BALANCE	358	229			

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION No. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

SA, Morrell, Donald C.

8-18-47

1949

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.					PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE
JANUARY	1			8		JULY	15		116		70									
	2			16			16		124											
	3			24																
FEBRUARY	4			32		AUGUST	17	40	62	132	80									
	5			40			18	40	92	140										
MARCH	6	4	4	48		SEPTEMBER	19		148		90									
	7	4	8	56			20		156											
APRIL	8			64		OCTOBER	21		164		100	REMARKS								
	9	4	12	72			22		172											
							23		180											
MAY	10			80		NOVEMBER	24	4	96	188	110									
	11			88			25	1	97	196										
	12			92																
JUNE	13			100		DECEMBER	26		204		120									
	14			108			27		208											
												YEARLY SUMMARY (HOURS)								
																ITEM	ANN.	SICK		
																BAL. FORWARDED	68	44		
																YR. ACCRUAL	208	120		
												all				TOTAL	276	164		
												plus 2				TOTAL TAKEN	97	-		
												181				BALANCE	179	164		

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

SA, Morrell, Donald C.

8-18-47

AGENCY
27-28

1948

ACC. ANN.			ACC. SICK												ADV. SICK											
ACCruED ANN.																										
ACCruED Sick																										
DAY OF MO.	JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.	JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.
	D	H	D	H	D	H	D	H	D	H	D	H		D	H	D	H	D	H	D	H	D	H	D	H	
1													1													1
2													2													2
3													3													3
4													4													4
5													5													5
6													6													6
7													7													7
8													8													8
9													9													9
10													10													10
11													11													11
12													12													12
13													13													13
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16													16													16
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21													21													21
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24													24													24
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26													26													26
27													27													27
28													28													28
29													29													29
30													30													30
31													31													31
AGGREGATE													A													A
													S													S
													WP													WP

Calendar Year 1945

LWOP SUSP.

No. of days _____

Annual lost _____

Sick lost _____

ANNUAL

As of 1-1-45 _____

Current Acc. _____

Total _____

Leave lost _____

Balance _____

Total taken _____

Balance 1-1-46 _____

(amt. lost) _____

SICK

As of 1-1-45 _____

Current Acc. _____

Total _____

Leave lost _____

Balance _____

Total taken _____

Balance 1-1-46 _____

ACC. ANN.				ACC. SICK												ADV. SICK											
ACCRUED ANN.																											
ACCRUED SICK																											
DAY OF MO.	JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.	JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.	
	D	H	D	H	D	H	D	H	D	H	D	H		D	H	D	H	D	H	D	H	D	H	D	H		
1													1													1	
2													2													2	
3													3													3	
4													4													4	
5													5													5	
6													6													6	
7													7													7	
8													8													8	
9													9													9	
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11													11													11	
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15													15													15	
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26													26													26	
27													27													27	
28													28													28	
29													29													29	
30													30													30	
31													31													31	
AGGREGATE													A													A	
													S													S	
													WP													WP	

Calendar Year 1948

LWOP SUSP.

No. of days _____

Annual lost _____

Sick lost _____

ANNUAL

As of 1-1-48 _____

Current Acc. _____

Total _____

Leave lost _____

Balance _____

EMPLOYEE SA Morrell, Donald C. EOD 8-18-47 DIV. *Charlotte*

ACC. ANN.			ACC. SICK												ADV. SICK											
ACC. ANN.															3-0											
ACC. ANN.															1-6											
DAY OF MO.	JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.	JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.
	D	H	D	H	D	H	D	H	D	H	D	H		D	H	D	H	D	H	D	H	D	H	D	H	
1													1													1
2													2													2
3													3													3
4													4													4
5													5													5
6													6													6
7													7													7
8													8													8
9													9													9
10													10													10
11													11													11
12													12													12
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25													25													25
26													26													26
27													27													27
28													28													28
29													29													29
30													30													30
31													31													31
AGGREGATE													A													A
													S													S
													WP													WP

1. NAME MORRELL DEWALD CLARK
LAST FIRST MIDDLE2. OFFICE OF ASSIGNMENT WASHINGTON FIELD

NOTE: PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING FORM.

IF IN BUREAU 15 YEARS FROM EOD LISTED UNDER ITEM 8 AND NO LEAVE WITHOUT PAY IN EXCESS OF 6 MONTHS IN ANY ONE CALENDAR YEAR, AS LISTED UNDER ITEM 10, IT WILL ONLY BE NECESSARY FOR YOU TO CERTIFY YOUR STATUS BY PLACING A CHECK MARK IN THE "15 YEARS OR OVER" BOX IN THE "TOTAL FEDERAL SERVICE" SPACE AT THE TOP OF THIS PAGE, AND SIGNING THE FORM. DO NOT FILL IN OTHER INFORMATION IN SUCH CASES.

Fily H. b

TOTAL
FEDERAL SERVICE

(CHECK ONE, PER ITEM 11)

LESS
THAN
3 YRS.3 YRS. BUT
LESS THAN
15 YRS.15 YRS.
OR
OVER☐☒☐

(AS OF CLOSE OF BUSINESS ON JANUARY 6, 1952)

DATE YOU WILL REACH NEXT CATEGORY:

9-8-58
MONTH DAY YEAR

3. PREVIOUS CIVILIAN GOVERNMENT SERVICE (GIVE COMPLETE NAME OF AGENCY AND BRANCH)	DATE EOD	DATE SEPARATED	TOTAL LENGTH OF SERVICE WITH EACH AGENCY		
			YRS.	MOS.	DAYS

*cedo Sped
11-25-52 jpp
ham*

TOTALS

ITEMS 4, 6, 8
9, 10, and 11

YRS.	MOS.	DAYS
0	0	0

5. MILITARY SERVICE (INDICATE BRANCH - ARMY, NAVY, MARINE CORPS, COAST GUARD, AIR FORCE, ETC. IF NO MILITARY SER- VICE, WRITE "NONE" IN THIS SPACE)	DATE ENTERED ON ACTIVE DUTY DATE GIVEN ON SEPARATION DOCUMENT	DATE DISCHARGED DATE GIVEN ON SEPARATION DOCUMENT	TOTAL SERVICE WITH MILITARY (EACH BRANCH)		
			YRS.	MOS.	DAYS
U.S. Navy	1-22-42	1-5-46 1-6-46	3	11	14

FOLD ON THIS LINE

6. TOTAL MILITARY SERVICE (ADD ALL TIME LISTED UNDER ITEM 5, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)			
3	11	14	

7. STATUS AT TIME OF ENTRANCE ON DUTY WITH ARMED FORCES (CHECK ONE)	ON MILITARY LEAVE FROM CIVILIAN GOVERNMENT SERVICE	RESIGNED FROM CIVILIAN GOVERNMENT SERVICE TO ENTER ARMED FORCES	ENTERED ARMED FORCES FROM PRIVATE EMPLOYMENT OR SCHOOL	TOTAL SERVICE SINCE LAST EOD DATE		
				YRS.	MOS.	DAYS
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	4	18

8. PRESENT FBI SERVICE (IF REINSTATED, LIST DATES OF PREVIOUS SERVICE WITH FBI UNDER ITEM 3)	LATEST EOD DATE	TO CLOSE OF BUSI- NESS JAN. 6, 1952	TOTAL SERVICE SINCE LAST EOD DATE		
			YRS.	MOS.	DAYS
	8 18 47 MONTH DAY YEAR	<input checked="" type="checkbox"/>	4	4	18

CARRY THIS FIGURE
IN COLUMN ON RIGHT

9. FEDERAL SERVICE TIME - GROSS TOTAL (ADD ITEMS 4, 6, AND 8, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED.)			
8	4	32	

10. LEAVE WITHOUT PAY (EXCLUDING MILITARY) IN EXCESS OF SIX MONTHS TAKEN DURING ANY ONE CALENDAR YEAR. (LIST TOTAL IN YEARS, MONTHS, AND DAYS)			
0	0	0	

11. FEDERAL SERVICE TIME - NET TOTAL (SUBTRACT ITEM 10 FROM ITEM 9. THIS WILL GIVE YOU YOUR ACTUAL SERVICE TIME.)			
8	4	32	

67-NOT RECORDED
I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY
KNOWLEDGE AND BELIEF

SEP 25 1957

(SIGNED)

(DATE)

1-6-52

(WRITTEN SIGNATURE)



45-12-35
~~46-1-3~~
42-1-22

3 11 1.3
1
14

54-12-36
47-8-18
7-4-18

19

4-4-19
3 11-14

7-15-33
14 14 30
8 4 3
6 7 27
52 1 6
58 8 33
50 9 3

Copy 68
9/3/57

To: Mr. Mohr
From: H. L. Edwards
Subject: BUREAU CLERICAL APPLICANT PROGRAM

Donald C. Morrell

There is set out below a tabulation of the number of clerical employees who entered on duty at the Seat of Government during the period from June 1, 1957, through August 31, 1957.

<u>Month</u>	<u>Clerical EOD's at Seat of Government</u>
June	352
July	378
August	242
TOTAL	972

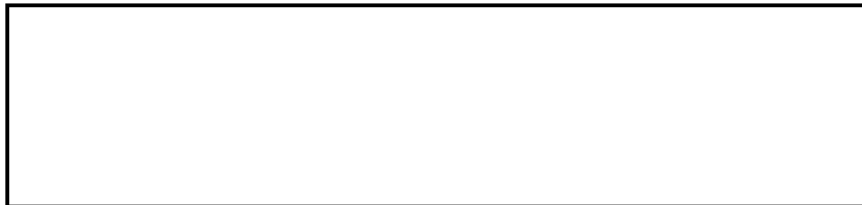
The above figures reflect that we were successful in obtaining almost one thousand new clerical employees during the summer months. During the same period, a total of 523 clerical employees at the Seat of Government resigned, which left us a net gain of 449 clerical employees during this period.

We have no shortage of clerical employees at the Seat of Government at this time, and we expect the quota which have been set for 32 field offices to supply us with a sufficient number of clerical employees to meet our needs in the months ahead. These quotas have been designed to account for 160 new employees each month which will be sufficient to offset resignations, transfers, retirements, etc.

RECOMMENDATIONS:

None. The above has been submitted for informational purposes. Mr. Ingram, agent supervisor, and the clerical employees of applicant Recruiting Section did a fine job. Recommend letter of commendation to Ingram and through him employees under his supervision. JPM. OK Hoover. Letter of commendation 9-10-57 CRD:jad.

Everett J. Ingram
Donald C. Morrell
Lyle D. Hunzeker



b6
b7c

EJI:kla
(4)

cc - Mr. Adams
Mrs. Jacobs

ORIGINAL FILED IN 67-0-9925

4 SEP 30 1957

September 10, 1957

Personal Attention

Mr. Everett J. Ingram
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Ingram:

I was certainly pleased to learn of the success realized in recruiting clerical employees for the Seat of Government during the last three months and know this fine accomplishment was due to the splendid efforts of you and the other employees in the Applicant Recruitment Unit.

The necessity for maintaining on our rolls at all times a sufficient number of employees to effectively discharge all of our heavy responsibilities cannot be over-emphasized. The excellent results of our recruiting efforts attest to the awareness of the employees in your unit of these responsibilities and clearly reflect a determination to perform their duties to the very best of their ability. I am indeed grateful for this exemplary performance and wish to commend you, and through you, the employees in the unit who helped make this accomplishment possible.

Sincerely yours,

CC: Mr. Mohr (Personal Attention)

CRD:jad
(20)

CC: Personnel files of: Donald C. Morrell
Lyle D. Hunzeker

b6
b7C

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 11/13/57

FROM : H. L. Edwards *HL*SUBJECT: DONALD C. MORRELL
SA Supervisor
Administrative Division
Personnel Matter

Tolson	_____
Nease	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

This is to advise that SA Morrell has received an invitation to attend a testimonial dinner honoring W. Sterling Cole, Director of the International Atomic Energy Agency, and William P. Rogers, Attorney General of the United States. This dinner is to be given on Friday, 11/22/57, at the Cosmos Club and is sponsored by the Colgate University Alumni Club of Greater Washington. Invitations are being limited to 70 persons. Both Mr. Cole and Mr. Rogers are graduates of Colgate University, as is SA Morrell, and although he does not know either of the two individuals personally, he intends to accept the invitation.

ACTION:

Unless advised to the contrary, SA Morrell will accept the invitation and attend the dinner for Mr. Cole and Mr. Rogers on 11/22/57.

DCM:kif
(3) *Ref*
1 - Mr. Nease

g.m. *I think so* *11/14 V.* *94.4.*

421 042-104
41

RECORDED - 112

NOV 14 1957

3/2/57

Mr. Mohr

10-22-57

H. L. Edwards

Everett J. Ingram
Special Agent Supervisor, Personnel Section
Administrative Division
EOD 7-6-42
GS 14, \$10,750
Non-Veteran - Not On Probation

Donald C. Morrell
Special Agent Supervisor, Personnel Section
Administrative Division
EOD 8-18-47
GS 13, \$9,420
Veteran - Not in Reserve
Not on Probation

In view of the vacancy in the position of Assistant Personnel Officer, GS 15, created by the reassignment of Special Agent Supervisor W. S. Tavel to your front office to replace Mr. Clayton who was transferred to the vacancy in Mr. Tolson's Office occasioned by Mr. Nease's promotion, I am recommending the approval of Special Agent Supervisor Everett J. Ingram for a 90-day trial assignment to this position. Should this be approved, I am also recommending the designation on 90-day trial assignment of Special Agent Supervisor Donald C. Morrell as Unit Chief of the Applicant Recruitment Unit which position would be vacated by Mr. Ingram's promotion.

1. Justification re Special Agent Supervisor Ingram

Mr. Ingram is currently the most deserving and best qualified agent supervisor in the Personnel Section for the vacancy of Assistant Section Chief. He has more than 15 years of service in the Bureau as an agent and has been in the Administrative Division since 2-26-51. During his assignment in the Administrative Division he has held responsible supervisory assignments in practically every phase of the section's work and as reflected in his performance ratings and other memoranda in his file, has done a creditable job which has contributed much to the strength of the Bureau's personnel program. His last assignment as Unit Chief of the Applicant Recruitment Unit which he has held for approximately two years proved his ability to successfully meet heavy challenges because this was the period when applicant recruitment was increasingly competitive particularly the obtaining of clerical personnel for Washington.

HLE:MAH

(3)

SEE ADDENDUM OF H. L. EDWARDS on page 3.

(1) - Personnel file, Donald C. Morrell

Enclosures (2)

He has been commended by the Director in two letters this year (January 28, 1957 and September 10, 1957) because of his successful leadership of the unit in meeting this challenge.

Mr. Ingram was interviewed by the Director in connection with his promotion to GS 14, 5-25-54, and the Director was favorably impressed. Mr. Ingram has consistently been interested in, available for and certified for long-range advancement. The only disciplinary action against him this year consisted of censure and probation because of an incident which occurred in the unit under his supervision wherein some applicant mail could not be located and as chief of the unit he had to assume his share of responsibility for failure to establish adequate safeguards and other preventative measures. He was removed from probation June 20, 1957.

Mr. Ingram makes an outstanding appearance, is aggressive, energetic, enthusiastic, intelligent, and definitely Bureau-minded. Recognizing his abilities and giving him this additional responsibility will provide him with new challenges which I am confident will be met in a manner harmonious with the Bureau's best interests.

A permanent brief of Mr. Ingram's file is attached.

2. Justification re Special Agent Supervisor Morrell

Mr. Morrell is the logical choice to succeed Mr. Ingram as unit chief of the Applicant Recruitment Unit. He has been serving as Assistant Unit Chief since 2-23-56 and prior thereto for several years he had been assigned to various other responsible desks in the Personnel Section. He has been in Grade GS 13 since 3-23-54, is completely available, interested in additional advancement, and in his last performance rating of 3-31-57 he was considered fully qualified for the position of Assistant Special Agent in Charge or for comparable administrative positions. These comments are equally if not more applicable at the present time in view of his additional experience. He has had no censures this year and was commended by letter from the Director 9-10-57 because of his share in meeting the urgent clerical recruitment needs of the Bureau. Mr. Morrell celebrated his 10th anniversary with the Bureau on 6-18-57.

Mr. Morrell's personal qualifications, his loyalty, supervisory talents, energy, aggressiveness, and over-all ability provide ample insurance that he would be able to fulfill the unit chief position to complete satisfaction.

A permanent brief of Mr. Morrell's file is attached.

RECOMMENDATIONS:

That Special Agent Supervisor Everett J. Ingram be approved for a 90-day trial assignment to the position of Assistant Personnel Officer, GS 15;

That Special Agent Supervisor Donald C. Morrell be approved on a 90-day trial assignment to the position of Unit Chief of the Applicant Recruitment Unit, GS 14.

Upon approval of these recommendations, I will fully brief these men on their new responsibilities and 90-day performance ratings, together with appropriate recommendations regarding promotion will be submitted when due.

ADDENDUM OF H. L. EDWARDS 10/25/57, HLE:pmd

On 10/24/57 I called a special conference of the Agent Supervisors in the Personnel Section and advised them of the approval of these 2 new designations. I have discussed with these men their new responsibilities and will follow their development closely.

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

12-4-57

I certify that I have received the following Government property for official use:

~~returned~~

Manual of Instructions #8065

59
READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE

3-M

PPD

da

Very truly yours,

Donald C. Morrell

Donald C. Morrell

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: DONALD C. MORRELL

Where Assigned: Administrative Personnel Section
(Division) (Section, Unit)

Official Position Title: Special Agent Supervisor

Rating Period: from 10/22/57 to 1/22/58

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

OCM

Rated by: *H. Edwards* *Section Chf.* *1-18-58*
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: *J. P. Mohr* Assistant Director FEB 10 1958
Signature Title Date

TYPE OF REPORT

RECORDED - 114

() Official
() Annual

(X) Administrative
() 60-Day
() Transfer
() Separation from Service
(X) Special

67-	105
Searched	
INDEXED	
FEB 10 1958	

3/1/58

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD C. MORRELL Title Special Agent SupervisorRating Period: from 10/22/57 to 1/22/58

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - Any element rated "Unsatisfactory" must be supported by narrative comments.
 - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- | | |
|---|---|
| <u>E</u> (1) Personal appearance. | <u>E</u> (17) Firearms ability. |
| <u>E</u> (2) Personality and effectiveness of his personal contacts. | <u>O</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>+</u> (19) Reporting ability: <ul style="list-style-type: none"> <u>O</u> (a) Investigative reports <u>O</u> (b) Summary reports <u>+</u> (c) Memos, letters, wires (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.) |
| <u>E</u> (4) Physical fitness (including health, energy, stamina). | <u>O</u> (20) Performance as a witness. |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>E</u> (21) Executive ability: <ul style="list-style-type: none"> <u>E</u> (a) Leadership <u>E</u> (b) Ability to handle personnel <u>E</u> (c) Planning <u>E</u> (d) Making decisions <u>E</u> (e) Assignment of work <u>E</u> (f) Training subordinates <u>E</u> (g) Devising procedures <u>E</u> (h) Emotional stability <u>E</u> (i) Promoting high morale <u>E</u> (j) Getting results |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>O</u> (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <u>+</u> (a) As leader <u>+</u> (b) As participant |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives. | <u>E</u> (23) Organizational interest, such as making of suggestions for improvement. |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>+</u> (24) Ability to work under pressure. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>E</u> (25) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> <u>E</u> Dictation ability |
| <u>E</u> (10) Accuracy and attention to pertinent detail. | <u>E</u> <u>Interviewing ability</u> |
| <u>+</u> (11) Industry, including energetic, consistent application to duties. | |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application. | |
| <u>O</u> (14) Technical or mechanical skills. | |
| <u>O</u> (15) Investigative ability and results: <ul style="list-style-type: none"> <u>+</u> (a) Internal security cases <u>+</u> (b) Criminal or general investigative cases <u>+</u> (c) Fugitive cases <u>+</u> (d) Applicant cases <u>+</u> (e) Accounting cases | |
| <u>O</u> (16) Physical surveillance ability. | |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Acting Unit Chief, Applicant Recruitment UnitB. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Supervisor, desk man.C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? + (If answer to either question is "Yes," explain in narrative comments.)E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.ADJECTIVE RATING: Excellent EMPLOYEE'S INITIALS DCM
Outstanding, Excellent, Satisfactory, Unsatisfactory

DONALD C. MORRELL
GS 13, \$9,420

This is a special performance rating covering the 90-day trial assignment of Mr. Morrell as Acting Unit Chief of the Applicant Recruiting Unit from October 22, 1957 to the present time. This position is allocated in GS 14. Mr. Morrell is in GS 13.

During the rating period Mr. Morrell has fully demonstrated his ability to function in an entirely satisfactory manner as Unit Chief. He is energetic, interested and enthusiastic. He subordinates his personal interests to the needs of the Bureau. He is completely cooperative, has a progressive outlook and is constantly seeking ways to improve the operations and functions of this important phase of the Bureau's work.

Mr. Morrell has had no censures during the rating period.

The work load in the unit has been heavy. Mr. Morrell has also been hampered by training a new agent supervisor. He has also been called upon to assist in handling some of the work load of the entire Personnel Section because of special assignments necessitating the absence of some of the other men including the section chief.

Mr. Morrell is completely available. He has additional potential for continuing to advance in the organization and will undoubtedly be of greater value to the Bureau after he has been permitted to acquire substantial experience in his present unit chief assignment.

JCM

Mr. Mohr

1-29-58

H. L. Edwards

EVERETT J. INGRAM
Special Agent Supervisor, Personnel Section
Administrative Division
EOD 7-6-42
GS 14 - \$10,750
Non-Veteran - Not On Probation

Donald C. Morrell
Special Agent Supervisor, Personnel Section
Administrative Division
EOD 8-18-47
GS 13, \$9,420
Veteran - Not In Reserve
Not on Probation

Attached are 90-day performance ratings on Special Agent Supervisors Everett J. Ingram and Donald C. Morrell covering their trial assignments as Assistant Personnel Officer and Unit Chief of the Applicant Recruiting Unit, respectively.

These men were approved for trial assignment to these positions on the basis of my memo of 10-22-57.

Mr. Ingram has very capably demonstrated that he deserves to be promoted to the vacancy of Assistant Personnel Officer, GS 15. Not only has he satisfactorily managed to learn the duties of Assistant Personnel Officer during this period but he has also had to shoulder additional responsibilities by acting as section chief during my absence on special assignment in the Identification Division.

Similarly, Mr. Morrell has capably demonstrated that he deserves the position of Unit Chief of the Applicant Recruiting Unit, GS 14. His responsibilities have likewise been extremely heavy during this trial period and in addition he has had to assist in shouldering the work load of the whole section by reason of absence of several of the Special Agent Supervisors on special inspection assignments.

Neither of these men has been the subject of any censures during the rating period.

HLE:MAH

(3)

1 - Personnel File, Donald C. Morrell
Enclosures (2)

3/1/58 ✓

RECOMMENDATIONS:

1. That Everett J. Ingram be promoted from GS 14, \$10,750 to GS 15, \$11,610, in view of his satisfactory handling of the position of Assistant Personnel Officer.

2. That Donald C. Minnell be promoted from GS 13, \$9,420 to GS 14, \$10,320, in view of his satisfactory handling of the position of Unit Chief, Applicant Recruiting Unit.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: February 19, 1958

FROM : J. P. Mohr

SUBJECT: Donald C. Morrell
Personnel SectionATTITUDE

The purpose of this memorandum is to report that the captioned employee reported for work on 2-18-58, notwithstanding the extremely hazardous travel conditions. In accordance with the Director's instructions this is to be made a matter of record in the employee's personnel file and considered as a COMMENDATION.

On Saturday, 2-15-58, the Washington, D. C., area was blanketed by fourteen inches of snow as a result of a storm which the Weather Bureau termed the worst that has struck this area in twenty-two years. Thereafter, high winds and near zero temperatures set in for several days making travel conditions extremely hazardous.

On Monday, 2-17-58, in recognition of the hardships and hazards that Federal Government employees would face in coming to work, a White House announcement was made encouraging such employees to stay home and take a day of annual leave. During the late afternoon of 2-17-58, a further official announcement emanated from the White House instructing that all Government employees who were not considered essential would be excused from work on 2-18-58 on Administrative Leave.

The captioned employee considered his work and his services to the FBI so essential that in spite of the foregoing announcement he took it upon himself to come to work and perform his regularly assigned duties. This is considered a highly exemplary attitude on the part of this employee and his actions in this instance certainly demonstrate his devotion to duty and the fact that he places his employment with the FBI above his personal convenience.

RECOMMENDATION:

That this memorandum be placed in the employee's personnel file.

February 21, 1958

Bureau of Employees' Compensation
United States Department of Labor
General Accounting Office Building
Fourth and G Streets, Northwest
Washington 25, D. C.

Gentlemen:

Enclosed are forms CA-1 and CA-2, executed
in connection with an injury sustained by Donald C.
Morrell on February 18, 1958, while in the performance
of his official duties.

Very truly yours,

John Edgar Hoover
Director

Enclosures (2)

JWM
(2)

IPM
per EW

BWT

Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Nease _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☐

COPY

EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE

Federal Employees' Compensation Act

This notice should be submitted to the immediate superior by an injured civil employee of the Federal Government, or by someone on his behalf, within 48 hours after the injury. Notice may be given either personally or by mail. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift when injury occurred, or results in any charge against the Bureau for medical expense, when it should be forwarded to the U. S. DEPARTMENT OF LABOR, Bureau of Employees' Compensation, together with the official superior's report of injury, Form C. A. 2. Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Bureau.

Date of this notice 2/19, 1958

1. I hereby certify that I am employed as a Special Agent
(Occupation)
 at the Federal Bureau of Investigation, Wash., D.C.
(Place of employment)
 and on Tuesday, 2/18, 1958, at 1:30 P. m.
(Day of week) (Date) (Hour, a. m. or p. m.)
 I was injured in the performance of my duties at Gymnasium, Justice Bldg.,
(Location where injury occurred)
Wash., D.C.

2. Cause of injury While playing volley ball in regularly
(Describe best you can how and why injury occurred)
scheduled & supervised physical training, I
moved quickly and injured a groin muscle, making
walking & moving of leg painful.

3. Nature of injury Groin muscle pulled
(Name part of body affected—fractured left leg, bruised right thumb, etc.) b6
b7C

4. Names of witnesses to injury Norman E. McDaniel
Thomas J. Nally

5. If this notice was not given within 48 hours after the injury, explain reason for delay and state name of person to whom notice was first given, and when n.a.

This injury was not caused by my willful misconduct, intention to bring about the injury or death of myself or of another, nor by my intoxication, and I hereby make claim for compensation and medical treatment to which I may be entitled by reason of the injury sustained by me.

Name s/ Donald C. Morrell
 Address 4813 14 St. N
(Street and number)
Arlington, Va.
(City or town) (State)

PLEASE DO NOT MUTILATE THESE FORMS IN ANY WAY,

(Donald C. Morrell)

67-1154-10000
RECEIVED

FEB 24 1958

Bulet 2-21-58

Forms sent
to BEC----

JWM *[signature]*

[Handwritten signature]

OFFICIAL SUPERIOR'S REPORT OF INJURY

[To be submitted to U. S. DEPARTMENT OF LABOR, BUREAU OF EMPLOYEES' COMPENSATION, Washington 25, D. C., as soon as practicable after any injury to a civil employee of the United States sustained while in the performance of duty which causes any disability for work beyond the day or shift on which the injury occurred or results in any charge against the Bureau for medical expense. This form should be accompanied by C. A. 1.]

b6
b7c

Place of employment	1. Department <u>Justice</u>	2. Bureau or office <u>Federal Bureau of Investigation</u>
	3. Place of employment <u>Justice Building, Washington</u> (Engineer, Navigation, etc.) <u>C.</u>	
	4. Reporting office <u>FBI, Washington, D. C.</u> (City) (State)	
	5. Name of superintendent or foreman in charge when injury occurred <u>H. A. Meyers</u>	
The injured employee	6. Name of injured employee <u>Donald C. Morrell</u>	7. Age <u>39</u>
	8. Sex <u>M</u>	9. Race <u>W</u>
	10. Home address <u>4813 14th Street, North, Arlington</u> (City or town) (State)	
	11. Occupation and division <u>Special Agent, FBI</u> (Give both, as laborer, hull division; helper, machine shop, etc.)	12. Was employee doing his regular work? <u>Yes</u> If not, what work?
	13. Total length of service with the Government as a civilian? <u>10 years, six months</u>	
	14. How long at present work in this establishment? <u>5 years</u>	
	15. Dates of other injuries <u>None</u>	
	16. Rate of pay on date of injury, \$ <u>9420</u> per <u>annum</u> and subsistence valued at \$ <u>NA</u> per	
	17. Employee begins work at <u>9:00</u> m. (Hour, a. m. or p. m.)	18. Regular day's work ends <u>5:30</u> p. m. (Hour, a. m. or p. m.)
	19. Hours worked per day	20. Days paid per week
The injury	21. Place where injury occurred <u>Gymnasium, Justice Building, Washington, D. C.</u>	
	22. Date of injury <u>February 18</u> , 19 <u>58</u> ; day of week <u>Tuesday</u> ; hour of day <u>1:30</u> p. m. (a. m. or p. m.)	
	23. Date employee stopped work <u>NA</u> , 19 <u>58</u> ; day of week <u>NA</u> ; hour of day <u>NA</u> m. (a. m. or p. m.)	
	24. Date employee's pay stopped <u>NA</u> , 19 <u>58</u> ; day of week <u>NA</u> ; hour of day <u>NA</u> m. (a. m. or p. m.)	
	25. Has employee returned to work? <u>NA</u> (Give date and hour)	
	26. Will employee receive pay for any portion of above absence on account of: <u>NA</u>	
	(a) Annual leave (Give exact dates)	
	(b) Sick leave (Give exact dates)	
	(c) Any other reason (Give exact dates)	
	27. Describe in full how injury occurred <u>While playing volleyball in regularly scheduled physical training under supervision of H. A. Meyers, physical instructor, employee moved too quickly straining or pulling groin muscle.</u>	
	28. State part of body injured and nature and extent of injury <u>Groin - pulled muscle causing pain in movement.</u>	
	29. Did injury cause loss of any member or part of member? <u>No</u> If so, describe exactly	
	30. Was employee injured while in performance of duty? <u>Yes</u> If not, or in doubt, give detailed statement	
	31. Was injury caused by:	
	(a) Willful misconduct of the employee? <u>No</u> (b) Intention of employee to bring about injury or death of himself or another? <u>No</u> (c) Employee's intoxication? <u>No</u>	
	(If any answers to these questions are made in the affirmative, the reporting officer should attach an additional statement giving the reason for his conclusion)	
	32. Was written notice of injury given within 48 hours? <u>Yes</u> If not, did immediate superior have actual knowledge of injury? (Answer to question 5, Form C. A. 1, must be complete if notice was not given within 48 hours)	
	33. Names and addresses of witnesses to injury	
<u>Norman E. McDaniel</u>		
<u>Thomas J. Nally</u>		
(If disability will continue for more than one day, have statements of witnesses made on reverse side of this form)		
34. Was injury caused by a third party other than a Government employee or agency? <u>No</u> If so, has employee been instructed in procedure under the Bureau's regulations? (A detailed statement should be forwarded with this report)		
Medical attendance	35. Name and address of physician who first attended case <u>None</u>	
	36. How soon after injury?	
	37. To what hospital sent? Location	
	38. Name and address of physician now attending case	
Signed this <u>19</u> day of <u>February</u> , 19 <u>58</u> at <u>Washington, D. C.</u>		
s/ <u>Everett J. Ingram</u> Asst. Personnel Officer (Title)		

STATEMENT OF WITNESSES

[The statement of witness should tell just what the witness saw personally, or, if he did not see the injury occur, just what he knows about it and when and by whom the information was given him.]

Signed this _____ day of _____, 19____

(Signature of witness)

Signed this _____ day of _____, 19____

(Signature of witness)

STATEMENT OF GOVERNMENT MEDICAL OFFICER OR PHYSICIAN WHO FIRST EXAMINED CASE

I CERTIFY that _____ was given first-aid treatment, or examined,
on _____, 19____, at _____ m., and _____ disabled for work. Probable length of
disability will be _____ In my opinion disability _____ due to injury
on _____, 19____ (Was or was not) (Was or was not)

Nature of injury as found on examination _____

Hospitalized _____ Will return for further treatment _____

Discharged _____ Other disposition _____

Remarks _____

Signed this _____ day of _____, 19____
at _____

(Signature of medical officer)

(Title)

FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT

MORRELL, DONALD E. III

FD-40
3-25-47

Current through May 1954

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD	M P	QUALI- FIED
<i>S.O.G.</i>	<i>5/54</i>									
	<i>6/54</i>									
	<i>7/54</i>									
	<i>10/54</i>	100	94	14		94				
	<i>1/54</i>	98	94	90		76				
<i>Melby</i>	<i>1/54</i>	100	97	100		78				
	<i>4/55</i>	98	96	100		98			267	
	<i>6/55</i>	100	96	<i>14/25</i>		100				<i>8</i>
	<i>7/55</i>	100	94	<i>23/25</i>		96				
	<i>9-12/55</i>	100	96	100	✓	100	-	DT		
<i>In Service</i>	<i>11/5</i>	94	97	<i>19/25</i>	85	98				
	<i>10/13</i>								253	
									223	
									252	FEB 5 6
		96	97	100	✓	100	DT	BFS	279	MAY 1 1955
		92	96	<i>19/25</i>		100	DT	✓		MAY 1 8 1956
		92	98	14		92				AUG 1 1956
		100	97	100		100	✓	DT		SEP 1 1 1956
									251	
									260	
									243	<i>2/57</i>
									274	MAR 20 1957
		100	93	100	✓	96	DT	BD		MAR 20 1957
		98	91	15		82	DT	RD		MAY 14 1957
		96	97	17		98	DT	RD		AUG 20 1957
		84	94	100		88			248	11/19/57
									263	<i>12/57</i>

NOT RECORDED

5 JAN 8 1958

8

Mr. Mohr

12/19/57

H. L. Edwards

**APPLICANT RECRUITMENT
BROCHURE FOR USE BY HIGH
SCHOOL GUIDANCE COUNSELORS
Applicant Matters**

The Applicant Recruitment Unit recently suggested that a brochure be prepared for use by high school guidance counselors in connection with the Bureau applicant program. This was approved and a very excellent brochure was designed by the Exhibits Section and was printed in the Mechanical Section. A copy of the brochure is attached. SAC Letter 57-69 dated 12/10/57 instructed the field regarding the use of this brochure in Bureau applicant matters.

SA Donald C. Morrell, Unit Chief of the Applicant Recruitment Unit, correlated the preparation of this brochure and was responsible for the material which has been placed in it. He assisted in the various decisions regarding the makeup and design of the brochure and rendered invaluable service in the successful preparation of this brochure. He exhibited unusual interest and enthusiasm throughout this assignment and followed through promptly to see that every detail was properly handled.

[redacted] and [redacted] in the Exhibits Section were responsible for the layout and makeup of the brochure including the drawings which went into it. They also worked with the Mechanical Section in connection with the printing of the brochure. Their performance in connection with this matter left nothing to be desired and both handled their duties with efficiency and dispatch.

The brochure was printed in the Printing Unit of the Mechanical Section under the supervision of [redacted]. Numerous employees of the Printing Unit took part in the printing, folding, and stapling of the brochure and all performed in a highly effective manner. [redacted] followed the matter closely to insure that the brochures were printed promptly and that no delays occurred.

RECOMMENDATION:

This entire project was unusually well handled and it is therefore recommended that copies of this memo be placed in the personnel files of SA Morrell and Messrs. [redacted] and [redacted].

EJL:aly
(6)

32

b6
b7C

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

real excellent
W. Edwards
OST
also

Name of Employee: DONALD C. MORRELL

Where Assigned: Administrative Personnel Section
(Division) (Section, Unit)

Official Position Title: Special Agent Supervisor

Rating Period: from 4/1/57 to 3/31/58

ADJECTIVE RATING: Excellent
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

Dem

Rated by:

Everett J. Ingram
Signature

Asst. Personnel Officer 3/31/58
Title Date

Reviewed by:

W. Edwards
Signature

Asst. Chief 4-15-58
Title Date

Rating Approved by:

J. F. Moore
Signature

Assistant Director
Title

MAY 21 1958
Date

TYPE OF REPORT

- (☒) Official
(☒) Annual

- () Administrative
() 60-Day
() 90-Day
() Transfer
() Separation from Service
() Special

67-

106

Search

60-Day

90-Day

Transfer

Separation from Service

Special

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD C. MORRELLTitle Special Agent SupervisorRating Period: from 4/1/57 to 3/31/58

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - Any element rated "Unsatisfactory" must be supported by narrative comments.
 - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- | | |
|--|---|
| <p><u>E</u> (1) Personal appearance.</p> <p><u>E</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>E</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>+</u> (5) Resourcefulness and ingenuity.</p> <p><u>+</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</p> <p><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>E</u> (9) Planning ability and its application to the work.</p> <p><u>E</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic, consistent application to duties.</p> <p><u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</p> <p><u>O</u> (14) Technical or mechanical skills.</p> <p><u>O</u> (15) Investigative ability and results: <ul style="list-style-type: none"> <u> </u> (a) Internal security cases <u> </u> (b) Criminal or general investigative cases <u> </u> (c) Fugitive cases <u> </u> (d) Applicant cases <u> </u> (e) Accounting cases </p> <p><u>O</u> (16) Physical surveillance ability.</p> | <p><u>E</u> (17) Firearms ability.</p> <p><u>O</u> (18) Development of informants and sources of information.</p> <p><u>E</u> (19) Reporting ability: <ul style="list-style-type: none"> <u>O</u> (a) Investigative reports <u>O</u> (b) Summary reports <u>E</u> (c) Memos, letters, wires (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.) </p> <p><u>O</u> (20) Performance as a witness.</p> <p><u>E</u> (21) Executive ability: <ul style="list-style-type: none"> <u>+</u> (a) Leadership <u>+</u> (b) Ability to handle personnel <u>+</u> (c) Planning <u>+</u> (d) Making decisions <u>+</u> (e) Assignment of work <u>+</u> (f) Training subordinates <u>+</u> (g) Devising procedures <u>+</u> (h) Emotional stability <u>+</u> (i) Promoting high morale <u>+</u> (j) Getting results </p> <p><u>O</u> (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <u> </u> (a) As leader <u> </u> (b) As participant </p> <p><u>E</u> (23) Organizational interest, such as making of suggestions for improvement.</p> <p><u>+</u> (24) Ability to work under pressure.</p> <p><u>E</u> (25) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> <u> </u> Dictation ability <u> </u> <u>Interviewing ability</u> <u> </u> <u>Lecturing</u> </p> |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Acting Unit Chief, Applicant Recruitment Unit

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Supervisor, desk man, lecturer.

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

DCM

PART I, GENERAL COMMENTS

SA Morrell presents an excellent personal appearance, dresses in a neat and conservative manner, and possesses a personality which permits him to get along well with other employees and people in all walks of life. He is intelligent, alert, possesses a quick mind, has the ability to analyze situations and think them through to a logical conclusion, possesses good judgment, and is mature in his manner and approach. He is completely familiar with the Bureau's regulations, as well as its policies and procedures, particularly as they pertain to the handling of Bureau applicant matters and other matters under his supervision.

He served as a Supervisor in the Applicant Recruitment Unit from the beginning of the rating period until October 22, 1957, at which time he was placed in a trial assignment as Unit Chief of that Unit. He has served as Acting Unit Chief since that time. Prior to his designation as Acting Unit Chief, he was responsible for all phases of applicant recruiting, the processing of maintenance employees, the clerk-agent ratio, applicant correspondence, field eligibility lists, and other related duties. He handled all these functions in a far above-average manner, being constantly alert to protect the Bureau's interest and insuring at all times that clerical employees under his supervision performed with efficiency and dispatch. Since being designated as the Acting Unit Chief of the Unit, he has displayed aggressive leadership and has been personally responsible for many worthwhile accomplishments in the Unit, such as the revision of a form used by Special Agent appointees to notify of the acceptance of their appointments, the revision of a form used in reporting information regarding birth and marriage matters pertaining to Bureau employees; he obtained approval for all physical tests pertaining to Bureau applicants to be considered current for a six-month period whereas heretofore certain tests had been considered current only for 60 days, thereby bringing about uniformity in this regard; and the revision of procedures regarding field requests to hire from their eligibility lists. All of these matters have resulted in streamlining the operations of the unit with a resultant increase in efficiency. In addition, he followed through on certain projects already initiated in the unit when he became Acting Unit Chief, such as revision of the application for employment, revision of the interview sheet and the revision of all Special Agent and Special Agent (Accountant) examinations. He was given the responsibility of coordinating the preparation of an applicant recruitment brochure and displayed considerable initiative and ingenuity in that regard. This brochure has been furnished to the field to assist in recruiting activities.

Two employees in his unit have received letters of censure for errors in correspondence since he has been Acting Unit Chief and one employee has been the recipient of a cash award for sustained above-average performance. No personnel problems have arisen in the unit since he has been Acting Unit Chief. The accomplish-

gcm

Part I - Continued

ments of the unit during his tenure as Acting Unit Chief have been possible despite the fact that during that period it was necessary to train a new Special Agent Supervisor and new relief receptionists in the Applicant Office. In addition, the employees of the unit have had to assemble approximately 25,000 new Special Agent examinations which required considerable time and effort.

SA Morrell has been called upon during the rating period to assist in handling the work in some of the other units on a temporary basis and he has assumed these additional duties with enthusiasm and vigor. He is able to render valuable assistance in such cases, due to his familiarity with the work in other units of the section and is always willing to assist in relieving heavy workloads in other units. He has also assisted on many occasions in reviewing outgoing mail in the Front Office of the Personnel Section and has demonstrated unusual alertness, accuracy, and mature judgment in handling these assignments. He works extremely well under pressure, is able to handle a large volume of work, and can always be depended upon to put forth his best efforts with regard to any assignment.

He keeps in close contact with all matters being handled in the Applicant Recruitment Unit, is highly regarded by the employees working under his supervision, and is considered to be a firm but fair Supervisor. His attitude leaves nothing to be desired, as reflected in his willingness to carry his share of the workload and to voluntarily utilize his personal time in handling the work of the unit when such action is warranted.

During the rating period he was commended through his Unit Chief for the excellent results obtained by the Applicant Recruitment Unit in recruiting clerical employees for the SOG during the summer months of 1957. He was also commended on February 19, 1958, for reporting to work on February 18, 1958, despite extremely hazardous weather and travel conditions. Furthermore, during December, 1957, he exhibited commendable interest and enthusiasm in connection with the preparation of an applicant recruitment brochure, referred to above.

SA Morrell is an extremely hard worker and is considered to be a real asset to the Personnel Section.

PART II, SPECIFIC COMMENTS

I. JUSTIFICATION FOR ANY MINUS RATINGS GIVEN

Not applicable.

II. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE

He is a qualified Inspector's Aide but did not serve on an inspection assignment during the rating period.

III. PARTICIPATION IN INFORMANT PROGRAM

Not applicable.

PART II - Continued

IV. TESTIFYING EXPERIENCE AND ABILITY

He has had substantial testifying experience while assigned to the field, but has had no opportunity to testify during the rating period.

V. DISCIPLINARY ACTION

No disciplinary action has been taken against SA Morrell during the rating period.

VI. ACCOUNTING INFORMATION

Not applicable.

VII. POLICE INSTRUCTION

Not applicable.

VIII. SOUND TRAINING

Not applicable.

IX. LANGUAGE ABILITY

Not applicable.

X. RESIDENT AGENT

Not applicable.

XI. POTENTIALITY FOR AND INTEREST IN ADMINISTRATIVE ADVANCEMENT

SA Morrell is considered fully qualified at the present time to fill the position of Assistant Special Agent in Charge, in a small or medium-sized office. He is also considered qualified to assume even greater responsibilities at the SOG. He is interested in and is completely available for administrative advancement. In view of his ability, attitude, enthusiasm, and loyalty to the Bureau, he should be able to creditably fill any administrative position for which he might be considered.

JCM

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 5-9-58

FROM : H. L. Edwards *HLE*

SUBJECT: DONALD C. MORRELL
 Special Agent Supervisor
 Personnel Section, Administrative Division
 EOD 8-18-47
 GS 13 - \$9420
 Veteran - Not In Reserve
 Not On Probation

Tolson _____
 Boardman _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 Clayton _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Special Agent Supervisor Donald C. Morrell has been in Grade GS 13 since 3-28-54. He was approved 10-23-57 for trial assignment to the vacant position of Unit Chief of the Applicant Recruitment Unit caused by the transfer of former Unit Chief E. J. Ingram to a promotional assignment as Assistant Personnel Officer. He completed the customary 90-day trial period and a special performance rating submitted on him 1-28-58 covering that period rated him excellent and commented that he had fully demonstrated his ability to function in an entirely satisfactory manner as Unit Chief. The Annual Performance Rating submitted on Mr. Morrell as of 3-31-58 also rated him Excellent and commented that he had received no censures during the entire year. He performed commendable work during the year particularly in doing much to help the Bureau successfully recruit clerical employees for the Seat of Government during periods of stiff competition from private industry and other Government agencies.

The position of Unit Chief is an established GS 14 position. The Applicant Recruitment Unit which Mr. Morrell now heads consists of 24 employees consisting of two Special Agent Supervisors. It has responsibility for all Bureau applicant recruiting including all applicant interviews in the Washington area on applicant correspondence, preparation of congratulatory letters on births and marriages, supervising the investigations of maintenance employees, authorizing clerical appointments in the field and related matters. Mr. Morrell's predecessors in that position were in Grade GS 14. In addition Mr. Morrell meets the alternative requirement of eligibility for Grade GS 14 in that he has had more than five years continuous supervisory service at the Seat of Government. Mr. Morrell is aggressive, energetic, loyal, resourceful, constantly subordinates his own interests for the sake of the work at hand, his attitude is commendable - being willing to assume any assignment given him and vigorously carries it through to completion. He has a good imagination, good ideas, and he has demonstrated in a number of ways his ability to constantly seek ways of improving the important matters supervised by him. For example, he coordinated the preparation of an applicant recruitment brochure which has been distributed to the field as a valuable tool to assist in applicant recruiting. He recently completed revisions of the Special Agent written examinations and aided in a number of other streamlining revisions of forms and procedures.

HLE:MAH (2)

Enclosure

There is no question whatever concerning Mr. Morrell's interest in, availability for and capability of administrative advancement in the Bureau. I have personally interviewed him in this regard and know that he has no reservations whatever about being desirous of advancing in the Bureau's service. Based on my evaluation of him, my observations and knowledge of his work performance, I am confident he has the qualifications to advance to positions of additional responsibility in the Bureau.

RECOMMENDATION:

(In view of the fact that Mr. Morrell has performed excellent services for more than the past six months in the established GS 14 vacancy of Unit Chief of the Applicant Recruitment Unit, and in addition meets an alternative eligibility standard for GS 14 by reason of more than five years of continuous supervisory service at the Seat of Government, I recommend his approval for promotion from GS 13, \$9420 to GS 14, \$10,320.

W. H. Edwards

*Jasper
JH
5/10*

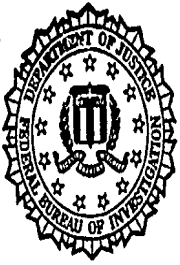
*OK
5/13
✓*

*2000cc
SRE
5/12*

*W. H. Edwards
5-11-53*

*W. H. Edwards
5/15/53*

PERMANENT BRIEF OF MR. MORRELL'S PERSONNEL FILE ATTACHED.



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Donald C. Morrell
(type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Elizabeth H. Morrell Relationship Wife Date 2/20/58

Address 4813 14th Street North, Arlington, Virginia

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Elizabeth H. Morrell Relationship Wife Date 2/20/58

Address 4813 14th Street North, Arlington, Virginia

MAR 11 1958

Very truly yours,

Donald C. Morrell

Special Agent

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 1-29-58

FROM : H. L. Edwards *HL*

SUBJECT: EVERETT J. INGRAM
 Special Agent Supervisor, Personnel Section
 Administrative Division
 EOD 7-6-42
 GS 14 - \$10,750
 Non-Veteran - Not On Probation

Donald C. Morrell/
 Special Agent Supervisor, Personnel Section
 Administrative Division
 EOD 8-18-47
 GS 13, \$9,420
 Veteran - Not In Reserve
 Not on Probation

Tolson _____
 Nichols _____
 Boardman _____
 Belmont _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 Nease _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Attached are 90-day performance ratings on Special Agent Supervisors Everett J. Ingram and Donald C. Morrell covering their trial assignments as Assistant Personnel Officer and Unit Chief of the Applicant Recruiting Unit, respectively.

These men were approved for trial assignment to these positions on the basis of my memo of 10-22-57.

Mr. Ingram has very capably demonstrated that he deserves to be promoted to the vacancy of Assistant Personnel Officer, GS 15. Not only has he satisfactorily managed to learn the duties of Assistant Personnel Officer during this period but he has also had to shoulder additional responsibilities by acting as section chief during my absence on special assignment in the Identification Division.

Similarly, Mr. Morrell has capably demonstrated that he deserves the position of Unit Chief of the Applicant Recruiting Unit, GS 14. His responsibilities have likewise been extremely heavy during this trial period and in addition he has had to assist in shouldering the work load of the whole section by reason of absence of several of the Special Agent Supervisors on special inspection assignments.

Neither of these men has been the subject of any censures during the rating period.

HLE:MAN *7/4/31*
 (3)
 1 - Personnel File, Donald C. Morrell
 Enclosures (2)

RECOMMENDATIONS:

1. That Everett J. Ingram be promoted from GS 14, \$11,750 to GS 15, \$11,610, in view of his satisfactory handling of the position of Assistant Personnel Officer.

2. That Donald C. Merrell be promoted from GS 13, \$9,420 to GS 14, \$10,320, in view of his satisfactory handling of the position of Unit Chief, Applicant Recruiting Unit.

*I agree - they have
performed in an
above average manner*

JFM

1/31/58

I agree

ERC

1/31

*No action now -
to be submitted
later (per JFM)*

Prepared by:
Checked by:
Filed by: JX8

May 15, 1958

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

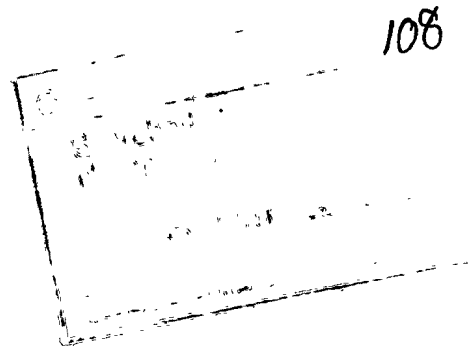
Dear Mr. Morrell:

I am indeed pleased to advise that you are
being promoted to the position of Special Agent,
\$10,320 per annum in Grade GS 14, effective May 18,
1958.

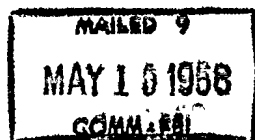
Sincerely yours,

J. Edgar Hoover
John Edgar Hoover
Director

1 -
1 - Movement
MA:ps
(4)
67-421042



b6
b7C
MAY 14 4 16 PM '58
FBI
C'D-READING ROOM



✓ JPM 620

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Clayton _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☐

4813 Fourteenth Street, North
Arlington, Virginia

May 16, 1958

Donald C. Morrell, Special Agent,
assigned Administrative Division
EOD: 8/18/47

Mr. Tolson	✓
Mr. Boardman	✓
Mr. Belmont	✓
Mr. Mohr	✓
Mr. Nease	
Mr. Parsons	
Mr. Rosen	
Mr. Tamm	
Mr. Trotter	
Mr. Clayton	
Tele. Room	
Mr. Holloman	
Miss Gandy	

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

✓
J. L. Edgar

Dear Mr. Hoover:

I have just received your letter of May 15, 1958,
advising of my promotion to Grade 14.

This marks the highlight of my Bureau career and
I want you to know that I cannot adequately express to you
my appreciation and gratitude. I would have liked to be
able to thank you personally for this promotion, but I real-
ize you are already overburdened and I do not want to impose
on your time.

You may be assured that I will do everything pos-
sible in an endeavor to continue to merit this confidence
you have reposed in me.

Sincerely yours,

Donald C. Morrell

Donald C. Morrell

EXP. PROC.
MAY 19 1958

HW

9 MAY 28 1958

RECORDED - 144

67-421042-109
MAY 23 1958

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: September 11, 1958

FROM : F. C. Holloman

SUBJECT: QUALIFICATIONS FOR ADVANCEMENT

Donald C. Morrell

EOD: 8-18-47

GS-14, \$11,355

Unit Chief - Applicant Recruitment Unit

Administrative Division

Veteran; Not in Reserve

Not on Probation

Tolson _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

The above-captioned Special Agent Supervisor was interviewed on September 10, 1958, in connection with administrative advancement. He is 40 years of age, is married, and has 2 children. Mr. Morrell is an approved Inspector's Aide and served as a Relief Supervisor in the field. His field and Seat of Government records have been very good. He has been commended on 6 occasions and censured twice.

Mr. Morrell makes an excellent personal appearance and has an excellent personality. He dresses neatly and in good taste. He is mature both in appearance and in actions and appears to be in excellent health. He is forceful and aggressive and appears to be alert, sincere and interested. He appears to be above average in intelligence, and he reflects vigor in his personality. It is believed he will be excellent in making Bureau public appearances and Bureau contacts.

Mr. Morrell's last annual physical examination on 9-9-57, reflected he was 5 feet 7 inches tall and weighed 168 pounds. For this height and a large frame the desirable weight is 148 to 161 pounds with a maximum of 176 pounds.

Mr. Morrell stated he is very anxious to advance as far as possible in the Bureau and he would like very much an opportunity of serving as a Special Agent in Charge. He feels he is now capable of serving as an Assistant Special Agent in Charge. He stated he is completely available and there are no restrictions on his availability. Mr. Morrell appeared to be completely sincere and enthusiastic in discussing his desire to advance and in stating his availability.

Although Mr. Morrell had no specific suggestions at this time for improvement of the Bureau's work, he stated he has made many suggestions to streamline and effect improvement in the procedures of the section

1 - Mr. Tavel

FCH:rm (3)

67-421 0912 110

J. J. J.

Memorandum for the Director

September 11, 1958

to which he is assigned in the Administrative Division which has to do with applicant recruitment. He stated he is fully cognizant of the necessity of the Bureau's improving itself and he would make suggestions whenever any came to mind for the benefit of the Bureau. Mr. Morrell indicated from his conversation that he is very much concerned with the future of the Bureau and its welfare. He stated he thought one of the greatest problems facing the Bureau today is the current atmosphere in which the rights of individuals are given more emphasis by the public and the courts than the rights of the public itself. He thought any impediments placed on the Bureau in carrying out its investigative responsibilities, of course, would react against the best interests of the public at large. He stated the Bureau would necessarily have to discharge its responsibilities in as efficient a manner as possible regardless of handicaps.

It is believed that Mr. Morrell could adequately discharge the responsibilities of an Assistant Special Agent in Charge at this time and that he has excellent potentialities for further development.

RECOMMENDATION:

It is recommended that Mr. Morrell be considered for administrative advancement in the Bureau.

OK
JFM
9/12

WJL

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR *WPH*

DATE: 7/18/58

FROM : H. L. EDWARDS *HLE*SUBJECT: SA DONALD C. MORRELL
ADMINISTRATIVE MATTER

08082

Compassey
Row
6220 IB

Tolson _____
 Nichols _____
 Boardman _____
 Belmont _____
 Mason _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Nease _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

This is to advise that SA Morrell has listed his
 offices of preference as follows: (1) Portland, (2) San Francisco,
 and (3) Seattle.

DCM

DCM:jdm

Teletype Movement
Revised noted
7-21-58
pae

3 all

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6-25-58

I certify that I have received the following Government property for official use:

returned

FBI Identification Card #~~S-08082~~ S-08082 ✓

FILE

3-M

PER

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours, .

(Written
Signature)

Donald C. Morrell

(Typed
Signature)

Donald C. Morrell

RECORDED

MAR 2 1958

NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST [CAPS]—First—Middle—Mr.—Miss—Mrs.) ROOSELL, WILLIAM E. (P.)		2. DATE OF BIRTH 6-13-18	3. IDENTIFICATION (optional) 05332
4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.			
5. NATURE OF ACTION (standard terminology must be used) PROMOTION		6. EFFECTIVE DATE OF ACTION 5-18-58	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY EXEMPTED BY LAW
FROM— Special Agent FBI 54-P-183 Letter 1911, GS 13 \$10,320 per annum		8. POSITION TITLE AND NUMBER 9. SERIES, GRADE, SALARY 10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED 11. DUTY STATION	TO— Special Agent GS 14 \$10,320 per annum
<input type="checkbox"/> Yes		12. APPORTIONED POSITION	<input type="checkbox"/> Yes <input type="checkbox"/> Apportionment Waived STATE: <input type="checkbox"/> Proved
13. VETERAN PREFERENCE No <input checked="" type="checkbox"/> 5-pt. <input type="checkbox"/> 10-pt. Disab. <input type="checkbox"/> 10-pt. Other <input type="checkbox"/>		14. TENURE GROUP	
15. POSITION OCCUPIED IS IN THE: <input type="checkbox"/> Competitive Service <input checked="" type="checkbox"/> Excepted Service		16. APPROPRIATION From: S. & E., FBI To: Same	
17. PAYROLL DEDUCTIONS CSR <input type="checkbox"/> FICA <input type="checkbox"/> FEGLI <input type="checkbox"/>		18. DATE OF APPOINTMENT AFFIDAVITS (accessions only)	
19. REMARKS: <input type="checkbox"/> a. Subject to completion of 1 year probationary (or trial) period commencing _____ <input type="checkbox"/> b. Service counting toward career (or permanent) tenure from: _____ Separations: Show reasons below, as required. Check, if applicable: <input type="checkbox"/> c. During probation <input type="checkbox"/> d. From appointment of 6 months or less			
20. EMPLOYING DEPARTMENT OR AGENCY U. S. Department of Justice Federal Bureau of Investigation		22. SIGNATURE (or other authentication) AND TITLE J. E. Hoover Director	
21. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than item 10, above) Federal Bureau of Investigation Washington 25, D. C.		23. DATE: 5-10-58	

67 JUN 6 1958

67-101-10000-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 9/3/58

FROM : H. L. EDWARDS *HL*SUBJECT: BENJAMIN FRANKLIN UNIVERSITY
APPLICANT MATTER

Tolson _____
Boardman _____
Belmont _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Clayton _____
Tele. Room _____
Holloman _____
Gandy _____

DC By letter (attached) to Gordon A. Nease, Inspector in Charge, W. C. Sullivan Records and Communications Division, B. E. Hunsinger, Director, Benjamin Franklin University, requested certain information regarding our revised educational requirements for the Special Agent position. A review of this letter indicates that Mr. Hunsinger has obviously been misinformed since he states that it is his understanding that our qualifications have been raised to require graduates from a four-year accounting school to have in addition at least two years of college with at least three years' accounting experience. This is incorrect since a graduate of a regular four-year college with a major in accounting and with at least three years of accounting and/or auditing experience would qualify educationally for the Special Agent position. Mr. Hunsinger has a Form FD-257, a copy of which is attached.

FD-257 (revised 8/5/58) is the Special Agent qualification job statement which is furnished to any individual making inquiry regarding qualifications necessary to gain employment as a Special Agent. The Special Agent educational requirements are set forth on this sheet and state clearly that to qualify educationally for the Special Agent position an applicant must be a graduate from a resident law school or a resident four-year accounting school with at least three years of practical accounting and/or auditing experience. In addition, this form notes that graduates of law or accounting schools not requiring at least a resident junior college degree, or its equivalent of resident college work, as an admission prerequisite must have received at least a degree from a resident junior college, or its equivalent in resident college work, to be eligible for the Special Agent position. A resident college is one requiring personal attendance.

Hunsinger desires to know whether employees of the Bureau who began their preparation in accounting before the requirements were raised are affected by this change. The answer is yes. In addition, Hunsinger desires to know if an applicant who attends the three-year evening program leading to the degree of Bachelor of Commercial Science and an additional year of post graduate work leading to the degree of Master of Commercial Science would be considered to qualify under our four-year requirement. The answer is yes. The questions set forth by Mr. Hunsinger are rather complicated and to answer them by letter could well cause additional questions to arise in his mind. Over the years

HNB:jd

(2)

Enclosures

ENCLOSURE
EX - 133 REC-32

PERS. FILES

3/0-11

Memo Richards to Mohr
Re: Benjamin Franklin University
Applicant Matter

Mr. Hunsinger, and the Benjamin Franklin University, have been on a most cordial and cooperative basis with the Bureau. It would appear to be to the Bureau's advantage and also to better answer Mr. Hunsinger's inquiries if the questions he has raised, as well as any other questions he might raise, be answered personally by SA D. C. Morrell, Chief, Applicant Recruitment Unit.

RECOMMENDATION:

It is recommended that authority be given to have SA Supervisor D. C. Morrell, Applicant Recruitment Unit, personally contact Mr. Hunsinger, Director, Benjamin Franklin University, and orally acknowledge and answer any inquiries that Mr. Hunsinger might have.

DOM

For rec
JAH V.
9/3
I concur.
H.

DONALD C. MORRELL
Payroll Number 08082
EOD 8/18/47
Veteran - Not in Reserves

Special Agent Supervisor
GS-14; \$11,355
Not on Probation

ASSISTANT DIRECTOR J. P. MOHR:

This write-up is for Inspector's use. Mr. Morrell has been in the Administrative Division since 3/16/53 and is Unit Chief of the Applicant Recruitment Unit, Personnel Section. As such, he has primary responsibility for all Bureau applicant matters in addition to supervising applicant correspondence, birth and marriage matters, maintenance employees' matters, and the clerk-agent ratio in the field. He was just promoted to GS-14 5/18/58 in view of the excellent manner in which he had handled the Unit Chief position on a trial assignment for more than 6 months prior thereto. Since his promotion, he has been subjected to no disciplinary action. Mr. Morrell's current status is excellent. He has a splendid future in the Bureau based on his performance to date, and he is definitely interested in and completely available for any and all assignments. I would have no hesitancy recommending him for a position as Inspector's Aide or Assistant SAC.

Status: Excellent

HIV
HLE:jma

Adm. Sec. INSPECTOR IN CHARGE J. F. MADONE: Mr. Morrell was on annual leave (SA A. J. Decker, Inspector's Aide) during the greater part of the time that his unit was under active inspection. However, it was observed that he makes a very good personal appearance and that he is obviously intelligent. Mr. Morrell commands the respect of his associates and subordinates. The functions of the unit under Mr. Morrell's supervision are handled in a satisfactory manner, indicating that he is a capable administrator.

RECOMMENDATION: None . . . informative. *GT-NOT RECOMMENDED*

ADMINISTRATIVE DIVISION INSPECTION
9/17/58

2- [Signature] THREE [Signature]

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)	
NORMAL	ABNORMAL	(Check each item in appropriate column; enter "N. E." if not evaluated)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. HEAD, FACE, NECK, AND SCALP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. NOSE	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. SINUSES	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. MOUTH AND THROAT	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. DRUMS (Perforation)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. OPHTHALMOSCOPIC	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. PUPILS (Equality and reaction)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. LUNGS AND CHEST (Include breasts)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. HEART (Thrust, size, rhythm, sounds)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. VASCULAR SYSTEM (Varicosities, etc.)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. ABDOMEN AND VISCERA (Include hernia)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. ENDOCRINE SYSTEM	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	34. G-U SYSTEM	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	35. UPPER EXTREMITIES (Strength, range of motion)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. FEET	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. SPINE, OTHER MUSCULOSKELETAL	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. SKIN, LYMPHATICS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	41. NEUROLOGIC (Equilibrium tests under item 72)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42. PSYCHIATRIC (Specify any personality deviation)	
Females only		(Check how done)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

LABORATORY FINDINGS			
45. URINALYSIS: SP. GR. <i>1.015</i>		46. CHEST X-RAY (Place, date, film number, result)	47. SEROLOGY (Specify test used and result)
ALBUMIN	SUGAR	MICROSCOPIC	
<i>Neg.</i>	<i>Neg.</i>	<i>Neg.</i>	
48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS	
<i>Normal</i>		<i>Audiogram - Normal</i>	<i>3/5</i>

MEASUREMENTS AND OTHER FINDINGS																																			
51. HEIGHT 67"		52. WEIGHT 158.7		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. 98.6																									
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (.1rm at heart level)																													
SITTING SYS. 102 DIAS. 84		RECUM- BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 74		AFTER EXERCISE		2 MIN. AFTER																									
59. DISTANT VISION		60. REFRACTION		61. .62m NEAR VISION																															
RIGHT 20/ 20 CORR. TO 20/		BY S. CX		20-6 CORR. TO		BY																													
LEFT 20/ 20 CORR. TO 20/		BY S. CX		20-6 CORR. TO		BY																													
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD																																			
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) 1946 AOC 18x18				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																											
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION																									
70. HEARING		71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																									
RIGHT WV 7/15 SV /15		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td>250 #56</td> <td>500 #12</td> <td>1000 #12 1/2</td> <td>2000 #14 1/2</td> <td>3000 #16</td> <td>4000 #17</td> <td>8000 #18 1/2</td> </tr> <tr> <td>RIGHT</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td style="background-color: #cccccc;"></td> <td>0</td> <td>10</td> </tr> <tr> <td>LEFT WV 7/15 SV /15</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td style="background-color: #cccccc;"></td> <td>0</td> <td>0</td> </tr> </table>									250 #56	500 #12	1000 #12 1/2	2000 #14 1/2	3000 #16	4000 #17	8000 #18 1/2	RIGHT	0	0	0	0		0	10	LEFT WV 7/15 SV /15	0	0	0	0		0	0		
	250 #56	500 #12	1000 #12 1/2	2000 #14 1/2	3000 #16	4000 #17	8000 #18 1/2																												
RIGHT	0	0	0	0		0	10																												
LEFT WV 7/15 SV /15	0	0	0	0		0	0																												
15 15																																			
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY																																			

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE					
						P	U	L	H	E	S
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT Strenuous Physical Exercise and use of Firearms						PHYSICAL CATEGORY					
						A	B	C	E		
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER											
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE S/ T. H. Voshell, Jr.					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE S/ J. B. Ferris					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE					
						NUMBER OF ATTACHED SHEETS					

CLINICAL RECORD

CONSULTATION SHEET

REQUEST

TO:	FROM: (Requesting ward, unit, or activity)	DATE OF REQUEST
EAR CLINIC	STAFF CLINIC	9-19-58
REASON FOR REQUEST (Complaints and findings)		

This SA, FBI appeared this date for his annual physical examination and it was noted ~~he~~ he has never been afforded an audiogram. Please do audiogram for record purposes.

Thank you,

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE <i>T. H. Voshell Jr.</i>	APPROVED	PLACE OF CONSULTATION <input type="checkbox"/> BEDSIDE <input type="checkbox"/> ON CALL	<input type="checkbox"/> EMERGENCY <input type="checkbox"/> ROUTINE
T. H. VOSHELL, JR., LT. MC, USN			

CONSULTATION REPORT

Normal Hearing

T. H. Voshell Jr.

(Continued on reverse side)

SIGNATURE AND TITLE	DATE	IDENTIFICATION NO.	ORGANIZATION
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)		REGISTER NO.	WARD NO.

MORRELL, DONALD CLARK

SPECIAL AGENT, FBI

CONSULTATION SHEET
Standard Form 513

ENCLOSURE 67-421042-113

ATTACHMENT TO STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION
FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER

Name of Examinee: MORRELL, DONALD C.
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
11	67
14	68
17	69
46	71
48	72
49	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable..
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS
OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

TO BE ANSWERED IN THE CASE OF ALL MALE EMPLOYEES AND MALE APPLICANTS:

- Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?
☒ No ☐ Yes. If "yes" please specify defects. _____
- Does examinee have any defects prohibiting safe operation of motor vehicles?
☒ No ☐ Yes. If "yes" please specify defects. _____

67-421042-112

Weights for Males

Height Feet-Inches	SMALL FRAME		MEDIUM FRAME		LARGE FRAME	
	Desirable	Maximum	Desirable	Maximum	Desirable	Maximum
5 4	121-131	143	129-139	152	136-148	162
5 5	124-134	146	132-142	155	140-152	166
5 6	128-138	151	136-146	160	144-157	172
5 7	131-142	155	140-151	165	148-161	176
5 8	135-146	160	144-155	170	152-165	181
5 9	139-150	164	148-159	174	156-170	186
5 10	143-154	168	152-163	178	160-175	192
5 11	147-159	174	156-168	184	164-180	197
6 0	152-164	179	161-173	189	169-185	203
6 1	158-170	186	166-179	196	174-191	209
6 2	163-175	192	171-184	201	179-197	216
6 3	168-180	197	176-189	207	184-202	221
6 4	174-186	204	182-195	214	190-208	228
6 5	180-191	209	188-201	220	196-214	234

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table the examinee's frame and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds

☐ gain _____ pounds

Remarks: _____

GR Johnston
(Signature of Medical Examiner)

OCT 2 1958

(Date)

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 4-10-59

FROM : W. S. Tavel *WST*

SUBJECT: SA DONALD C. MORRELL
 Unit Chief - Applicant and Placement Unit
 Administrative Division
 EOD 8-18-47; GS-14, \$11,355
 Veteran; Not in Reserve
 Not on Probation

Tolson ☒
 Belmont ☒
 DeLoach ☒
 McGuire ☒
 Mohr ☒
 Parsons ☒
 Rosen ☒
 Tamm ☒
 Trotter ☒
 W.C. Sullivan ☒
 Tele. Room ☒
 Holloman ☒
 Gandy ☒

The following is a brief, concise summary concerning Mr. Morrell for the Director's use.

Mr. Morrell entered on duty as a Special Agent 8-18-47, was subsequently assigned to the Charlotte, Atlanta and Washington Field Offices. He was transferred to the Administrative Division 3-16-53 and on 2-13-59 was designated Unit Chief of the Applicant and Placement Unit in this division. He was promoted to Grade GS-14 on 5-18-58 and subsequently expressed appreciation for this promotion in a letter to the Director. During his service as an Agent Mr. Morrell has served as a Resident Agent and he is a qualified Inspector's Aide. On his 1958 annual performance report he was rated Excellent.

During his Bureau service he has been COMMENDED on six occasions and by letter of 1-6-54 APPRECIATION was expressed to him for a suggestion he submitted which was not adopted. He has been CENSURED as follows: 5-16-55 inasmuch as in connection with his preparation of a summary memorandum regarding a Bureau employee he caused a check to be made of Bureau files but limited his request to main files with the result he failed to determine pertinent information available in other files, and 7-26-56 inasmuch as it was necessary to request the resignation of a newly appointed Special Agent whom he interviewed and favorably recommended for Bureau employment.

On 9-10-58 Mr. Holloman interviewed Mr. Morrell and recommended he be considered for administrative advancement. Mr. Holloman stated he appeared to be above average in intelligence, reflected vigor in his personality, it was believed he would be excellent in making Bureau public appearances and Bureau contacts and SA Morrell was very anxious to advance as far as possible in the Bureau. He was completely available and it was believed he could adequately discharge the responsibilities of an ASAC.

His daily average overtime for the last six months was as follows: October, 2 hours 37 minutes; November, 2 hours 30 minutes; December, 2 hours 28 minutes; January, 2 hours 36 minutes; February, 2 hours 28 minutes; March, 2 hours 29 minutes.

As of February, 1959, he listed Seattle, Portland and San Francisco as his offices of preference.

FDH/dar (2)

the certainly failed to grade the proper quality regarding stenography in the field who became of

Office Memorandum

GOVERNMENT

TO : MR. MOHR

DATE 2/11/59

FROM : W. S. TAVEL

SUBJECT:

REORGANIZATION OF PERSONNEL SECTION

In view of the designation of SA William S. Hyde as Assistant Personnel Officer, it will be necessary to replace him as Unit Chief of the Personnel Services Unit in the Personnel Section. I believe that by making certain changes in the organization of the units in the section we can fill this vacancy without requesting any additional agent personnel. The Personnel Services Unit consists of several subunits: the Classification Subunit; Personnel Actions Subunit, which handles principally personnel actions involving payroll changes, service record inquiries and related matters; the FBI Health Service and the Agent Physical Subunit, which handles all matters pertaining to the physical condition of agents and Bureau of Employees Compensation cases. In the past we have had three agent supervisors assigned to this unit in addition to Mr. Hyde, who served as Unit Chief. With the assignment of SA James B. Adams from this unit to inspection duties, the unit has been operating with three supervisors and this is definitely the minimum necessary to adequately supervise the work. Prior to his assignment to inspection duties, SA Adams had acted as the Unit Chief in Mr. Hyde's absence. The unit now has only two agents assigned, SAs Eugene W. Walsh and [redacted] SA Walsh supervises the Classification Subunit and SA [redacted] supervises the Personnel Actions Subunit. It will therefore be absolutely necessary to assign an agent to supervise the Health Service and Agent Physical Subunits.

In designating a new unit chief it is essential that he be fully familiar with all phases of the operations of the unit, of course, but it is particularly necessary that he be thoroughly qualified in classification matters since these are highly technical and require very specialized knowledge. SA Walsh appears to be the logical candidate since he is an expert in classification matters and has, in fact, acted as unit chief since SA Adams' reassignment, in the absence of Mr. Hyde.

SA Walsh entered on duty June 1, 1942, is in grade GS 14, \$12,075, 41 years old and has had an excellent Bureau record. He had considerable experience supervising the administrative phases of work in the New York Office prior to his assignment to the Administrative Division in July, 1956. He has been commended on a number of occasions and has received no disciplinary action since a censure in July, 1955. Inspector W. C. Sullivan interviewed him in July, 1958, and stated that Walsh was interested in advancing administratively including field executive positions and Mr. Sullivan felt that Walsh was wholly qualified for such advancement because of excellent appearance, positive personality and extensive supervisory experience.

Inspector H. L. Edwards and I have both worked closely with Mr. Walsh and we both agree with Inspector Sullivan that Walsh has excellent potential for administrative advancement. Designating him as Unit Chief will not entail any change in grade or salary.

In order to secure an agent with suitable experience in the work of the unit to supervise the Agent Physical Subunit and the Health Service, I propose that the present Applicant Recruitment Unit and Housing, Testing and Placement Unit be consolidated. There are at present three agent supervisors assigned to the Applicant Recruitment Unit: SA Donald C. Morrell, Unit Chief, SA Harold N. Bassett, and SA Lyle D. Hunzeker. This unit handles Bureau applicant interviews and correspondence and supervises Bureau applicant investigations.

The Housing, Testing and Placement Unit has two agents assigned, SAs William B. Hershey, Unit Chief, and William E. Leishear. This unit occupies space contiguous to that of the Applicant Recruitment Unit and the work of the two units is closely interrelated, since both units are concerned with filling vacancies which occur, the Applicant Recruitment Unit by appointment of new employees and the Placement Unit through transfers and reassignments within the Bureau. I feel that by consolidating these two units we could release one of the five agents now assigned to them for assignment to the Personnel Services Unit. Since this consolidation will eliminate one unit chief position, I feel that SA William B. Hershey should be reassigned to the Personnel Services Unit since he previously supervised the Agent Physical Subunit and Health Service prior to the creation of the Placement Unit and did an excellent job in supervising physical matters. He also had extensive experience in handling mail on the desk of the unit chief in the Personnel Services Unit and is thoroughly familiar with the work of that unit, although he does not have the detailed knowledge of classification matters possessed by SA Walsh. I do feel that SA Hershey could handle the Unit Chief's desk adequately in Walsh's absence. SA Hershey entered on duty April 1, 1941, is in grade GS 14, \$11,595, and has an excellent record. His outstanding appearance, and his enthusiasm, are his outstanding qualities, and I believe he does have potential for advancement.

I feel SA Donald C. Morrell, Unit Chief of the Applicant Recruitment Unit, should be placed in charge of the new Applicant and Placement Unit. Morrell entered on duty August 18, 1947, is in GS 14, \$11,355, and has had an excellent record. He is aggressive, exercises sound judgment and I feel presents excellent potential for further advancement.

RECOMMENDATIONS:

1. That SA Eugene W. Walsh be designated as Unit Chief of the Personnel Services Unit with no change in grade or salary.

2. That the Applicant Recruitment and Housing, Testing and Placement Units be consolidated to be known as the Applicant and Placement Unit.

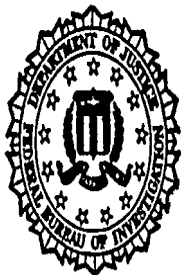
3. That SA William B. ~~Hershey~~ be reassigned to the Personnel Services Unit with no change in grade or salary to supervise the Agent Physical Subunit and the Health Service and to act as Unit Chief in SA Walsh's absence.

4. That SA Donald C. ~~Morrell~~ be designated as Unit Chief of the new Applicant and Placement Unit at no change in grade or salary.

OK
TH
7/11

all personnel
advised
5/2/13

PERMANENT BRIEFS OF PERSONNEL FILES OF SAs WALSH, MORRELL AND HERSHEY ATTACHED.



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Donald C. Morrell
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
Elizabeth H. Morrell	Wife	10/30/58

Address
7611 Lynn Drive, Chevy Chase 15, Maryland

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Relationship	Date
Elizabeth H. Morrell	Wife	10/30/58

Address
7611 Lynn Drive, Chevy Chase 15, Maryland

Very truly yours,

Donald C. Morrell
Donald C. Morrell

Special Agent

NOV 3 1958

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: April 14, 1959

FROM : W. S. Tavel *WST*SUBJECT: REQUEST FOR AUTOGRAPHED
PHOTOGRAPH OF DIRECTOR

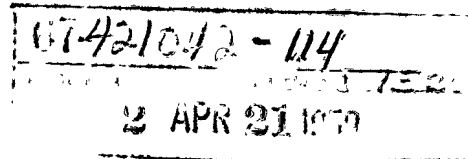
Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SA Supervisor Donald C. Morrell, Personnel Section, Administrative Division, has written SA Morrell to request an autographed photograph of the Director. is years old and is a student at St. Joseph's Academy, Brentwood, New York. She has advised that in the course of her studies of American Government, she has become extremely interested in the Federal Bureau of Investigation and because of her great respect for the organization and the Director, felt that she would very much like to have the autographed picture. She made most laudatory comments re both the Bureau and the Director.

RECOMMENDATION:

It is recommended that an autographed photograph of the Director be sent to

DCM
DCM:vlj
(2)



Let to
 4-14-59 (mnd)
 nyc Auto photo sent
 cards & stickers
 mca to 4-16-59
 94

8/13/59

3/10/59

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

April 23, 1959

Dear Mr. Hoover,

I cannot begin to tell you how honored and happy I was to receive your picture, and letter.

Don (Morrell) sent me wonderful information on the F.B.I. I was certainly the talk of the class when I arrived with this "mountain" of information.

I sincerely thank you for taking the time to think of me.

God bless you in your wonderful work.

Respectfully,

/s/

COPY:hbb

Mr. Tolson _____
Mr. Belmont _____
Mr. DeLoach _____
Mr. McGuire _____
Mr. Mohr _____
Mr. Parsons _____
Mr. Rosen _____
Mr. Tamm _____
Mr. Trotter _____
Mr. Jones _____
Mr. W.C. Sullivan _____
Tele. Room _____
Mr. Holloman _____
Miss Holmes _____
Miss Gandy _____

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b7C

61-55-421 042 - 115

APR 30 1959

2/10/59

[redacted]
Brighwaters, N. Y.

April 23, 1959

Dear Mr Hoover,

Wp I cannot begin to tell you how honored and happy I was to receive your picture, and letter.

[redacted] Don (Morrell) sent me wonderful information on the F. B. I. I was certainly the talk of the class when I arrived with this "mountain" of information.

I sincerely thank you for taking the time to think of me.

God bless you in your wonderful work.

Respectfully

[redacted]

37 ~~EXP. PROC.~~

APR 27 1959

RECEIVED-DIRECTOR
F B I

APR 27 9 59 AM 59

Director
4/27/59
FBI
Adm. Div.

April 17, 1959

[Redacted]
Brightwaters, New York

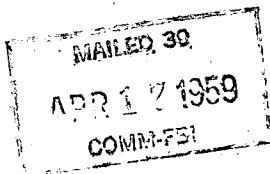
Dear [Redacted]

Your kind comments about the FBI in your letter to Mr. Donald C. Morrell have been brought to my attention, and I am pleased to send you an autographed photograph of myself as you requested. The picture is being mailed under separate cover.

I am certainly glad that the study of American Government has increased your interest in this Bureau. If I can be of further service to you, do not hesitate to let me know.

Sincerely yours,

J. Edgar Hoover



REC'D-READING ROOM
FBI

APR 17 1 44 PM '59

NOTE: [Redacted] SA Donald C. Morrell who EOD 8-18-47, GS-14, assigned Administrative Division. See W. S. Tavel to Mr. Mohr memorandum dated April 14, 1959, captioned [Redacted] Request for Autographed Photograph of Director." DCM:vlj

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

DEPT OF JUSTICE
FBI
(3) BDA:mjg
99
MAIL ROOM ☐ TELETYPE UNIT ☐

DHW

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

DONALD C. MORRELL

Name of Employee: _____

Where Assigned: Administrative Personnel
(Division) (Section, Unit)

Official Position Title: Special Agent

Rating Period: from 4/1/58 to 3/31/59

ADJECTIVE RATING: Excellent
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

DCM

Rated by: William J. Tavel Personnel Officer 4/22/59
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: J. F. Mohr Assistant Director APR 27 1959
Signature Title Date

TYPE OF REPORT

(X) Official
(X) Annual

67-
() Administrative
() 60-Day
() 90-Day
() Transfer
() Separation from Service
() Special

MAY 4 1959

APR 30 1959

3-116

b6
b7C

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Donald C. Morrell Title Special Agent
Rating Period: from 4/1/58 to 3/31/59

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
~~+~~ Outstanding (exceeding excellent and deserving of special commendation).
~~E~~ Excellent.
~~✓~~ Satisfactory (good or very good).
~~-~~ Unsatisfactory.
~~O~~ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - Any element rated "Unsatisfactory" must be supported by narrative comments.
 - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185:

- | | |
|---|---|
| E (1) Personal appearance. | E (17) Firearms ability. |
| + (2) Personality and effectiveness of his personal contacts. | O (18) Development of informants and sources of information. |
| + (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | E (19) Reporting ability: <ul style="list-style-type: none"> O (a) Investigative reports O (b) Summary reports E (c) Memos, letters, wires (Consider: E conciseness; E clarity; + organization; E thoroughness; + accuracy; + adequacy and pertinency of leads; O administrative detail.) |
| E (4) Physical fitness (including health, energy, stamina). | O (20) Performance as a witness. |
| + (5) Resourcefulness and ingenuity. | E (21) Executive ability: <ul style="list-style-type: none"> + (a) Leadership + (b) Ability to handle personnel E (c) Planning + (d) Making decisions E (e) Assignment of work E (f) Training subordinates E (g) Devising procedures + (h) Emotional stability + (i) Promoting high morale + (j) Getting results |
| + (6) Forcefulness and aggressiveness as required. | O (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> + (a) As leader + (b) As participant |
| + (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives. | + (23) Organizational interest, such as making of suggestions for improvement. |
| + (8) Initiative and the taking of appropriate action on own responsibility. | + (24) Ability to work under pressure. |
| + (9) Planning ability and its application to the work. | E (25) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> E Dictation ability + <u>Interviewing Ability</u> E <u>Lecturing Ability</u> |
| E (10) Accuracy and attention to pertinent detail. | |
| + (11) Industry, including energetic, consistent application to duties. | |
| + (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | |
| E (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application. | |
| C (14) Technical or mechanical skills. | |
| C (15) Investigative ability and results: <ul style="list-style-type: none"> + (a) Internal security cases + (b) Criminal or general investigative cases + (c) Fugitive cases + (d) Applicant cases + (e) Accounting cases | |
| O (16) Physical surveillance ability. | |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Unit Chief - Applicant Recruitment Unit

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

desk man, lecturer

- C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? no 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? no (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent EMPLOYEE'S INITIALS DCM
 Outstanding, Excellent, Satisfactory, Unsatisfactory

DONALD C. MORRELL
Unit Chief
Applicant and Placement Unit

PART I GENERAL COMMENTS

SA Morrell was acting Unit Chief from April 1, 1958, to May 15, 1958; from May 15, 1958, until February 12, 1959, he was Unit Chief of the Applicant Recruitment Unit and since February 12, 1959, he has been Unit Chief of the Applicant and Placement Unit. He has responsibility for all phases of applicant recruiting, the processing of maintenance employees, the clerk-agent ratio, applicant correspondence, field eligibility lists during the entire rating period and since February 12, 1959, he has also been responsible for clerical placement and transfers and housing and testing matters as Unit Chief.

SA Morrell has an excellent personal appearance, is always very well dressed and has a very pleasant but forceful personality. He exhibits an ability to think quickly, to express himself concisely, to analyze situations properly and to carry things through to a logical conclusion. His over-all judgment can be classified as above average. He is well experienced in the over-all work of the section and has shown the ability to rapidly assume control and direction of the new duties added to the unit supervised by him. His over-all performance during the rating period has been above average.

He has constantly been alert to devising new and more effective operational procedures. He has the respect of his subordinates in the unit because of his over-all knowledge of the unit's operational procedures. He has assisted on a regular basis in reviewing outgoing mail in the Front Office of the Personnel Section and in such assignments has demonstrated an excellent alertness and maturity of judgment. He is enthusiastic in his approach to problems and has consistently demonstrated an over-all awareness of the Bureau's applicant problems.

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

Not applicable.

DCM

2. Experience and Ability as Inspector's Aide

Qualified Inspector's Aide but served on no inspection during rating period.

3. Participation in Informant Program

Not applicable.

4. Testifying Experience and Ability

Has testifying experience but had no opportunity to testify during rating period.

5. Disciplinary Action

Not applicable.

6. Accounting Information

Not applicable.

7. Police Instruction

Not applicable.

8. Sound Training

Not applicable.

9. Language Ability

Not applicable.

10. Resident Agent

Not applicable.

DCM

11. Administrative Advancement

Is Agent (a) interested in X Yes - ___ No

(b) completely available for X Yes - ___ No and

(c) considered completely qualified at present for administrative advancement including experience, ability, personality, and appearance? X Yes - ___ No.

(d) If not completely qualified at present, does he have potential for future administrative advancement? ___ Yes - ___ No.

SA Morrell is unqualifiedly interested in advancement and possesses the necessary attributes for such advancement. His considerable experience at the Seat of Government and in the field cause him at this time to have qualified to fill the position of ASAC.

DCM

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: June 18, 1959

FROM : W. S. Tavel

SUBJECT: DONALD C. MORRELL
SA Supervisor
Administrative Division
PERSONNEL MATTER

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

At approximately 9:15 p.m., Saturday, June 13, 1959, SA D. C. Morrell was involved in a minor automobile accident. While driving his personally owned automobile on Glenmoor Road in North Chevy Chase, Maryland, he was passing a stream of parked cars on the right and another car driven by [] age [] [] Kensington, Maryland, approached from the opposite direction. This is a narrow road and no parking is allowed on the left hand side. Both vehicles were moving slowly and there was barely room for the two cars to pass. SA Morrell's left front bumper scraped the left rear fender of [] car, denting the fender. There was no damage done to SA Morrell's car and, of course, there were no injuries. The matter has been reported to SA Morrell's insurance company, State Farm Automobile Insurance, and [] is dealing directly with them. Due to the minor nature of the accident, the police were not notified. [] SA Morrell's insurance agent, has advised he will handle any claim that may be made by []

b6
b7C

RECOMMENDATION:

None. The foregoing is for record purposes.

DCM:vlj
(2)

JUN 23 1959

54

3/11c

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) MORRELL, DONALD C.			2. GRADE AND COMPONENT OR POSITION SA		3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION ANNUAL		6. DATE OF EXAMINATION SEP 16 1959
7. SEX M	8. RACE W	9. TOTAL YEARS GOVERNMENT SERVICE MILITARY _____ CIVILIAN _____		10. AGENCY	11. ORGANIZATION UNIT
12. DATE OF BIRTH 6/13/18		13. PLACE OF BIRTH BROOKLYN, N. Y.		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS NNMC				16. OTHER INFORMATION	
17. RATING OR SPECIALTY				TIME IN THIS CAPACITY (Total)	LAST SIX MONTHS

CLINICAL EVALUATION		ABNOR-
NOR-	(Check each item in appropriate column; enter "NE" if not evaluated.)	MAL
	18. HEAD, FACE, NECK, AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
NE	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Varicosities, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)	
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	X
	36. FEET	
	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 72)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done)	
	<input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

1. 67- 118

NOV 6 1959

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth
I—Nonrestorable teethX—Missing teeth
XXX—Replaced by dentures

(6 X's)—Fixed bridge, brackets to include abutments

R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L
I	X	X	X	X	X												E
G																	F
H																	T
T																	

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

MEETS DENTAL STANDARDS

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY 1.023		46. CHEST X-RAY (Place, date, film number and result)	
B. ALBUMIN NEG	D. MICROSCOPIC	70MM	
C. SUGAR NEG	NEG	054094C-NEGATIVE	
47. SEROLOGY (Specify test used and result)	48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
NEG	NORMAL		X ray left shoulder-Negative study #15851-59

DCM

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 67		52. WEIGHT 158		53. COLOR HAIR BROWN		54. COLOR EYES BLUE		55. BUILD: <input type="checkbox"/> SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE			56. TEMPERATURE 98	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)						
A. SITTING		SYS. 106		B. RECUMBENT		SYS. 80		C. STANDING (5 min.)		SYS. 64		
D. AFTER EXERCISE		C. 2 MIN. AFTER		D. RECUMBENT		E. AFTER STANDING 3 MIN.						
59. DISTANT VISION				60. REFRACTION				61. 75m NEAR VISION				
RIGHT 20/ 20		CORR. TO 20/		BY		S.		OX		20/6 CORR. TO BY		
LEFT 20/ 20		CORR. TO 20/		BY		S.		OX		20/6 CORR. TO BY		
62. HETEROPHORIA (Specify distance)												
ES°		EX°		R. H.		L. H.		PRISM DIV.		PRISM CONV. CT		
63. ACCOMMODATION				64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)				
RIGHT LEFT								UNCORRECTED				
								CORRECTED				
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS TEST				
69. INTRAOCULAR TENSION												
70. HEARING				71. AUDIOMETER								
RIGHT WV /15 SV /15				250 266 500 512 1000 1024 2000 2048 3000 2896 4000 4096 6000 6144 8000 8192								
LEFT WV 15 /15 SV 15 /15				RIGHT								
				LEFT								

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

Cold 2-3 days 1. Nose drops TTg 4h
 2. APC-PBL
 3. Sulfur TE 2h on tongue

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. A. PHYSICAL PROFILE					
1. XRay left shoulder OCT 9 59						P	U	L	H	E	S
77. EXAMINEE (Check)						B. PHYSICAL CATEGORY					
A. <input checked="" type="checkbox"/> IS QUALIFIED FOR											
B. <input type="checkbox"/> IS NOT QUALIFIED FOR											
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER						A	B	C	E		
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
G. R. JOHNSTON, CAPT, MC, USN						/s/ G. R. Johnston					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						/s/ J. B. Ferris					
						NUMBER OF ATTACHED SHEETS					

ATTACHMENT TO STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION
FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER

Name of Examinee: _____
 (Type or print)

Last

First

Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
11	67
14	68
17	69
46	71
48	72
49	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS
 OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

TO BE ANSWERED IN THE CASE OF ALL MALE EMPLOYEES AND MALE APPLICANTS:

- Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?
☒ No ☐ Yes. If "yes" please specify defects. _____
- Does examinee have any defects prohibiting safe operation of motor vehicles?
☒ No ☐ Yes. If "yes" please specify defects. _____

1-7-

DCM

Weights for Males

Height Feet-Inches	SMALL FRAME		MEDIUM FRAME		LARGE FRAME	
	Desirable	Maximum	Desirable	Maximum	Desirable	Maximum
5 4	121-131	143	129-139	152	136-148	162
5 5	124-134	146	132-142	155	140-152	166
5 6	128-138	151	136-146	160	144-157	172
5 7	131-142	155	140-151	165	148-161	176
5 8	135-146	160	144-155	170	152-165	181
5 9	139-150	164	148-159	174	156-170	186
5 10	143-154	168	152-163	178	160-175	192
5 11	147-159	174	156-168	184	164-180	197
6 0	152-164	179	161-173	189	169-185	203
6 1	158-170	186	166-179	196	174-191	209
6 2	163-175	192	171-184	201	179-197	216
6 3	168-180	197	176-189	207	184-202	221
6 4	174-186	204	182-195	214	190-208	228
6 5	180-191	209	188-201	220	196-214	234

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds

☐ gain _____ pounds

Remarks: _____

G. R. Johnston

(Signature of Medical Examiner)

OCT 9 1959

(Date)

10/16/59

SAGX MR. MOHE

RE: DONALD C. MORRELL
SPECIAL AGENTIn-Service Course 10/5/59 to 10/16/59Type of School: ☒ Security ☐ Criminal ☐ General

Dear Sir:

The above-mentioned Special Agent attended the above In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	5
Examination	93
Double Action Course	92
Practical Pistol Course	97
Shotgun (Skeet)	17/25
.30 Rifle	67
Machine Gun	93

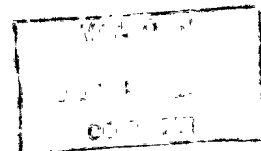
The firearms grades ^{have been} ~~should be~~ entered on the individual field firearms training record.

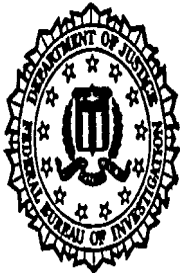
This employee should be credited with 30 hours and 10 minutes of overtime earned on 7 calendar days during the above period in October.

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

1 - SA

DONALD C. MORRELL
ADMINISTRATIVE DIVISION



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Donald C. Morrell
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
Elizabeth H. Morrell	Wife	9-25-59

Address
5516 Charlcote Road, Bethesda 14, Maryland

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Relationship	Date
Elizabeth H. Morrell	Wife	9-25-59

Address
5516 Charlcote Road, Bethesda 14, Maryland

Very truly yours,

Special Agent

OCT 6 1959

4503

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

9-17-59

I certify that I have received the following Government property for official use:

~~returned~~

Inspectors' Manual # 609
(Issued August 17, 1959)

RETURNED:

Inspectors' Manual # 61 ✓
(Issued August 15, 1956)

FILE

3-M

PER ole

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written
Signature)

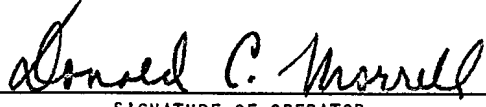
Donald C. Morrell

(Typed
Signature)


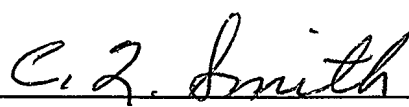
Donald C. Morrell

PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL) MORRELL, DONALD C.		DATE 6/22/59
DIVISION AND SECTION ASSIGNED ADMINISTRATIVE DIV. PERSONNEL SECT		POSITION TITLE SA
THIS IS TO CERTIFY THAT I PRESENTLY <input checked="" type="checkbox"/> HOLD <input type="checkbox"/> DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.		
PERMIT ISSUED BY: (STATE, TERRITORY POSSESSION, DISTRICT) MARYLAND	PERMIT NUMBER A 458941	PERMIT EXPIRES UNTIL REVOKED
THIS IS AN <u>UNRESTRICTED</u> (RESTRICTED) PERMIT. (IF RESTRICTED, EXPLAIN BELOW) (STRIKE OUT ONE)		
THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY <u>3000</u> MILES. DURING THIS TIME (A) I <input type="checkbox"/> HAVE <input checked="" type="checkbox"/> HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I <input type="checkbox"/> HAVE <input checked="" type="checkbox"/> HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.		
* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.		 SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL) SMITH, CHARLES L.		POSITION TITLE SA	DATE 7-16-59
THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:			
<input type="checkbox"/> CONTINUOUS SAFE DRIVING RECORD <input type="checkbox"/> INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **			
I CERTIFY THAT THIS EMPLOYEE IS:			
<input checked="" type="checkbox"/> QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS. <input type="checkbox"/> NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.			
REMARKS:			
 36 ** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.			
			 (SIGNATURE OF REVIEWING OFFICIAL)

Office Memorandum • UNITED STATES GOVERNMENT

TO : **MR. ROSEN**

DATE: 12/16/59

FROM : **W. E. TAVEL**

SUBJECT: **CIVIL SERVICE COMMISSION
TRAINING CONFERENCE
FEDERAL HEALTH PROGRAM**

Belmont
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Bureau is in receipt of a memorandum from Personnel Office, [redacted] from the Department of Justice, dated 12/13/59 requesting to be advised of names of our employees who should attend a training conference scheduled by the Civil Service Commission 1/28/60 for Government employees who will have responsibilities in their agencies under the Federal Employees Health Benefits Program which goes into effect July 1, 1960. This is the program under which employees can obtain government subsidized medical and hospitalization benefits.

According to [redacted] of the Department attendance will be limited to 200 and there will probably be more people wanting to go than can be accommodated. [redacted] said the conference should be of value principally to (1) those employees who will be counseling others concerning how to fill out the forms necessary to apply for coverage; (2) those with overall administrative control and responsibilities; and (3) those responsible for publicizing the program among employees so that they will have enough information to make a choice of the various optional benefit plans. [redacted] feels that by 1/28/60 the Commission will have most of the pertinent details decided and that the conference will therefore be quite informative. He stated that in submitting the names of our representatives we should state their grade and title and indicate the connection they will have with the operation of the health program in the FBI.

It may be noted that arrangements have been made with [redacted] of the Commission's Bureau of Retirement and Insurance to forward to us whatever pertinent written instructions and other material pertinent to the program may be issued by the Commission.

RECOMMENDATION:

It is recommended the attached memo be sent to [redacted] naming as the Bureau's representatives to the training conference 1/28/60, SA Lyle Hunsaker whose Unit will be most directly involved with the administration of the program; SA D. C. Morrell, secretary of SAMEA, because of the probable eventual connection between SAMEA and the new health program; and [redacted] by virtue of her employee counseling responsibilities.

Enclosure
WET: [redacted] (4) 1-Mr. Hunsaker 1-Mr. Morrell

THREE

12070 copy
12/17/59
147

FILED IN 63-3824
UNRECORDED

1. Agency and organizational designations FBI, U.S. Dept. of Justice						2. Payroll period		3. Block No.		4. Slip No.	
5. Employee's name (and social security account number when appropriate) #08062 MR. DONALD C. MERRILL						6. Grade and salary GS 14, \$11,595					
PAYROLL CHANGE DATA											
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.	NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											
10. Remarks:								11. Appropriation(s)		12. Prepared by	
										13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase _____											
14. Effective date 11-15-59	15. Date last equivalent increase 3-18-58	16. Old salary rate \$11,850	17. New salary rate \$11,595	18. Performance rating is satisfactory or better.							
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.							
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP _____				_____ (Signature or other authentication) _____ Initials of Clerk							
STANDARD FORM NO. 1126d--Revised Form prescribed by Comp. Gen., U. S. March 5, 1957 6 GAO 8000											

PAYROLL CHANGE SLIP - PERSONNEL COPY

UNITED STATES GOVERNMENT

Memorandum

TO : J. P. Mohr

DATE: 3-7-60

FROM : W. S. Tavel

SUBJECT: DONALD C. MORRELL
 Special Agent
 Unit Chief - Applicant and Placement Unit
 Administrative Division
 EOD 8-18-47
 GS 14, \$11,595
 Veteran; Not in Reserve
 NOT ON PROBATION

Wilson ☒
 Mohr ☒
 Parsons ☒
 Belmont ☒
 Callahan ☒
 DeLoach ☒
 Malone ☐
 McGuire ☐
 Rosen ☐
 Tamm ☐
 Trotter ☐
 W.C. Sullivan ☐
 Tele. Room ☐
 Ingram ☐
 Gandy ☐

In memorandum March 3, 1960, Mr. DeLoach pointed out that during the Inspection of Crime Records Division February, 1960, it was recommended and approved that the Crime Research Section because of its heavy responsibilities, the 102 employees and tremendous flow of mail, be divided into two sections. He recommended that SA Morrell be considered for the position of Section Chief of the new section created, the Correspondence and Tour Section, Crime Records Division.

Mr. DeLoach stated that serious consideration had been given to advancing one of the Agents currently assigned to the Crime Research Section several of whom he thought were qualified. However, he concluded that SA Morrell was superior to other candidates in aggressiveness and meticulous attention to detail which are needed in this position. Mr. DeLoach considers SA Morrell outstanding in these respects.

SA Morrell entered on duty 8-18-47, is in GS 14 \$11,595, 41 years old, married with two children and has degrees of Bachelor of Arts and Bachelor of Laws. He served in three field offices including Resident Agency experience prior to being assigned to the Administrative Division in March, 1953. Since then he has been assigned to the Personnel Section and has served in several units, his present position being Unit Chief of the Applicant and Placement Unit. In this unit he has supervised the preparation of a large volume of applicant correspondence. SA Morrell has had an excellent Bureau record having served as a Relief Supervisor in the Washington Field Office and he has an excellent knowledge of overall Bureau policy. His file reflects that he is energetic, aggressive, forceful and displays outstanding initiative. He does not wait to be told what to do, is highly intelligent, mature, well-balanced and uses excellent judgment. He has displayed above average leadership

WST/dms

(3)

59

42

120

MAR

3. cr

Memorandum to Mr. Mohr
Subject Re Don C. Morrell

qualities, is fair but firm in dealing with subordinates and is respected by them. He is constantly looking for ways to streamline and improve procedures, handles matters vigorously and promptly and is constantly driving to get the job done. He has been censured on only two occasions, once in 1955 for having failed to secure a complete file check and in 1956 for having favorably recommended a Special Agent applicant who did not develop favorably. He has been commended on a number of occasions, is intensely interested in advancement and was recommended as qualified for advancement by Mr. Holloman when interviewed by him in 1958.

SA Morrell has a splendid attitude and is extremely loyal to the Bureau and places its interest foremost. He has an excellent vocabulary, writes easily and his file reflects numerous comments indicating his paper work is above average. He is within desirable weight limits.

I have worked with SA Morrell and supervised his work and I personally feel that he would be an excellent choice for this position.

RECOMMENDATION

That SA Morrell be designated as Section Chief of the Correspondence and Tours Section, Crime Records Division with no change in grade or salary.

Jagoe
GMC
3/7

Jagoe
GMC
3/7

V.

W. P. D.
3/8/60

He is not to
be reallocated
for at least
6 months and
then only if
Mr. Hoover or
I approve
such action

318 L

← I concur.
K

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

March 23, 1960

I certify that I have received the following Government property for official use:

~~RETURNED~~

Time and Attendance Manual #2916

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

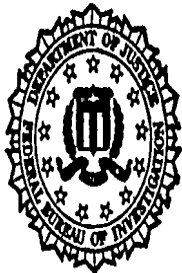
Very truly yours, *L.F.L.*

(Written
Signature)

Donald C. Morrell

(Typed
Signature)

Donald C. Morrell



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Donald C. Morrell
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Elizabeth H. Morrell	Relationship	Wife	Date	3-2-60
Address 5516 Charlcote Road, Bethesda 14, Maryland					

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Elizabeth H. Morrell	Relationship	Wife	Date	3-2-60
Address 5516 Charlcote Road, Bethesda 14, Maryland					

MAR 3 1960
147

Very truly yours

Donald C. Morrell
Donald C. Morrell
Special Agent

February 18, 1960

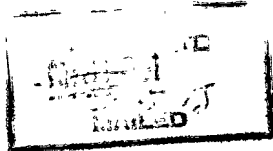
Mr. C. Ray Davidson
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Davidson:

The splendid attitude displayed by your associates in the Personnel Section in connection with the handling of a special project this past week-end was indeed noteworthy and I want to express my appreciation.

I am aware of the severe weather conditions which existed and that despite this hardship the personnel reported for duty. I am taking this means to commend all who took part for their exemplary loyalty and devotion to the work of the Bureau. You should read this letter to all the employees who assisted in this matter and advise them a copy is being placed in their personnel files.

Sincerely yours,



1 - Mr. Callahan (Personal Attention)
Re: COORNAP.

AFH

(OVER)

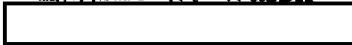
(62)
Based on memo from C. R. Davidson to Mr. Callahan, 2-17-60,
NEM:jkp.

C. Ray Davidson
Washington, D. C.

Copies prepared and attached for placing in following
personnel files:



Eugene W. Walsh



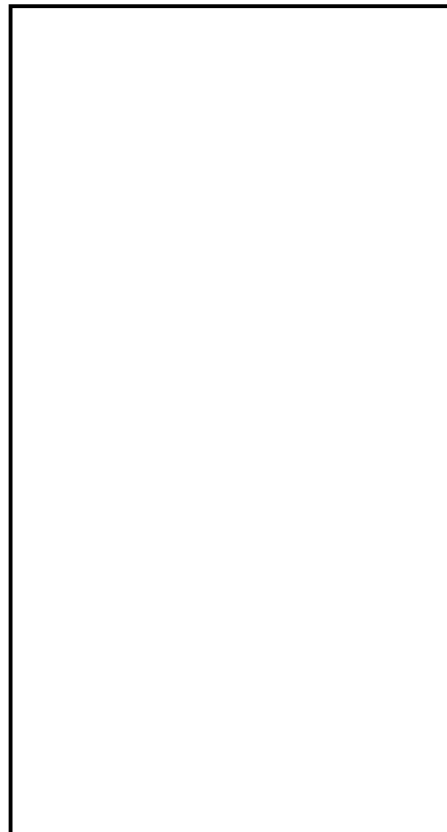
William E. Clark

Frank D. Hereford



Norman E. McDaniel

Donald C. Morrell



Harold N. Bassett

Lloyd L. Davidson

William B. Hershey, Jr.

Richard G. Hunsinger

W. E. Leishear

Thomas J. Nally



b6
b7C

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 12-23-59

FROM : W. S. TAVEL

SUBJECT: ORIENTATION LECTURE FOR NEW CLERKS
GIVEN BY ADMINISTRATIVE DIVISION
BUREAU POLICIES, RULES AND REGULATIONS

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Gandy _____

Enclosed are copies of an outline covering captioned matter to replace the narrative lecture notes previously utilized in presenting a two-hour lecture (on two separate days) during the two-day indoctrination period of new clerks. The outline consolidates a number of closely related matters, brings up-to-date information where appropriate and adds pertinent additional material such as the Blood Donor Program.

Previously this lecture has been primarily assigned to SA Supervisor Hershey for presentation to the new clerks with alternates SA Supervisors Leishear and Hunzeker. Since the Applicant and Placement Unit is primarily concerned with matters covered during the two-day indoctrination course afforded all clerks it is felt appropriate this orientation lecture should be the primary responsibility of the Applicant and Placement Unit.

It is being recommended that SA Supervisor ~~Hunzeker~~ be assigned the responsibility of presenting the enclosed orientation lecture with SA Supervisors Morrell, Leishear and Bassett as alternates.

RECOMMENDATION: That the enclosed orientation lecture outline be approved and that SA Supervisor Hunzeker be assigned the responsibility of presenting the lecture during the two-day indoctrination course for new employees with alternates as SAs D. C. Morrell, W. E. Leishear, and H. N. Bassett.

LDH:lam (5)
 Enclosure

- 1 - Mr. Parsons
- 1 - Mr. Morrell
- 1 - Mr. Tavel

23 JAN 11 1960

80001-2442

1 auto copy
 # 141
 1/25/60

March 8, 1960

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

I am pleased to advise that you are hereby designated Section Chief of the Correspondence and Tours Section of the Crime Records Division with no change in grade or salary. You should report to Assistant Director Cartha Dekle DeLoach, Room 5640, for assignment.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

MAILED 26
MAR 9 1960
COMM-FBI

- 1 - Mr. Callahan
- 1 - Mr. DeLoach Advise Administrative Division the date SA Morrell reports for assignment.
- 1 - Mr. Mohr
- 1 - Mr. C. Ray Davidson
- 1 -
- 1 - Movement Unit

clp
(9)

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
C. Sullivan
Tele. Room
Holloman
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

MAR 8 5 47 PM '60
FBI READING ROOM

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per Thompson
reported 3-14-60

MR. MOHR

March 8, 1960

C. E. DeLOACH

ASSIGNMENT OF PERSONNEL

CRIME RECORDS DIVISION

Harold P. Leinbaugh, EOD 10/20/47, GS-14, \$12,075

Lawrence Joseph Heim, EOD 3/3/47, GS-14, \$12,075

Donald Clark Morrell, EOD 8/18/47, GS-14, \$11,595

[REDACTED] EOD 6/14/51, GS-14, \$11,855

b6
b7C

HAROLD P. LEINBAUGH, Special Agent, Recommended No. 3 Man, Front Office

SA Leinbaugh has been acting as No. 3 Man since 11/16/59. He has been assigned to the Seat of Government since January, 1952. He has a favorable though not robust personal appearance. He has a very good personality and is particularly well-suited for contact work, which he handles in a tactful and diplomatic manner. He is a "volume man" and handles a large amount of work on a daily basis. He prepares correspondence in an especially good manner. This agent constantly makes good suggestions for the improvement of this division as well as work in other divisions.

SA Leinbaugh was censured by letter dated 2/8/60 because of being reviewer of 12 pieces of mail in which nonsubstantive errors appeared. His performance covered a period of time from July, 1959, to February 4, 1960. It is noted that he reviews the major portion of routine signature mail in the Crime Records Division Front Office. As an example, the average volume of signature mail per week since July, 1959, has been approximately 375 pieces.

This agent has been commended by outside sources on a number of occasions since acting as No. 3 Man in the Crime Records Division Front Office.

In view of his satisfactory performance, it is recommended that he be confirmed as the No. 3 Man, Crime Records Division Front Office.

LAWRENCE J. HEIM, Special Agent, Acting No. 1 Man, Crime Research Section

SA Heim has been acting in the capacity of No. 1 Man, Crime Research Section since 11/16/59. Prior to his acting in that capacity, he

CDD:FML

(7)

1-Personnel file Harold P. Leinbaugh
1-Personnel file Lawrence J. Heim

①-Personnel file Donald C. Morrell
1 - Personnel file [REDACTED]

Memo DeLoach to Mohr

ASSIGNMENT OF PERSONNEL
CRIME RECORDS DIVISION

performed splendidly in editing the "Law Enforcement Bulletin" and "The Investigator" as Unit Chief of the Publications Unit, Crime Research Section. He has the interest, knowledge, and experience which enables me to use him on many important special assignments. He has performed very commendably in his acting capacity as No. 1 Man of the Crime Research Section. Helm has been in this section since January 6, 1952.

In view of his satisfactory performance in an acting capacity since 11/16/53, it is recommended he be confirmed as No. 1 Man, Crime Research Section, Crime Records Division.

DONALD C. MORRELL, Recommended for Section Chief,
Correspondence and Tours Section, Crime Records Division

During the inspection of the Crime Records Division, February, 1960, it was recommended that the Crime Research Section, because of its heavy responsibilities, approximately 102 employees, and tremendous flow of mail be divided into two sections. It is recommended at this time that SA Donald C. Morrell be considered for this position.

Serious consideration has been given to advancing one of the current agents assigned to the Crime Research Section. Many are qualified and could handle this position. It is felt, however, that the promotion of SA Morrell to this position will afford aggressiveness and the meticulous attention to detail which is needed in this position. He is outstanding in this regard.

SA Morrell is currently assigned to the Administrative Division to which he reported 3/16/53. His past experience has consisted of applicant recruiting, processing of maintenance employees, a considerable volume of applicant correspondence, and Unit Chief in Charge of Clerical Placement, Transfers, and Housing and Testing matters. This agent makes an excellent personal appearance, has a pleasing but forceful personality. He thinks quickly, expresses himself concisely, and analyzes situations in a proper manner. He has good overall judgment. He assumes rapid control and is alert to devising new and more effective operational procedures. Assistant Director Callahan recommends this agent most highly.

In view of SA Morrell's past performance, it is suggested that he be immediately placed in charge of the new Correspondence and Tours Section, Crime Records Division.

Memo DeLoach to Mohr

ASSIGNMENT OF PERSONNEL
CRIME RECORDS DIVISION

b6
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[redacted] **Crime Research**
Section - Recommended as [redacted] **Correspondence and Tours Section**
[redacted] **has acted as** [redacted] **Crime Research Section,** [redacted]

He has been in this section since 7/23/56. He is of medium height, heavy build, and makes an excellent appearance. He is an extremely hard worker. He is very meticulous as to details and is particularly suited for review of a heavy flow of mail. Under date of 12/14/59, he received a promotion to grade GS-14 in recognition of his fine work.

This agent was censured 2/24/60 as a result of reviewing ten pieces of mail covering a 7-month period. In view of the tremendous volume of mail reviewed daily by this agent, this is not considered a drawback to his administrative ability.

SA [redacted] was commended by the Director on May 22, 1959, and on November 19, 1959, for his outstanding performance in connection with supervision of correspondence work. He is an excellent man for handling "hot" specials. He has made a number of suggestions and on September 1, 1959, was commended for a suggestion which he submitted.

He is a most valuable man and in view of his excellent performance, it is recommended he be assigned as [redacted] of the Correspondence and Tours Section.

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 3-9-60

FROM : C. R. Davidson *C.R.D.*

SUBJECT: SA DONALD C. MORRELL
 Section Chief
 Correspondence and Tours Section
 Crime Records Division
 EOD 8-18-47, GS-14, \$11,595
 Veteran; Not in Reserve
 Not on Probation

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

The following is a brief and concise summary of Mr. Morrell's record for the Director's use.

By letter of 3-8-60 he was advised of his designation as Section Chief of the Correspondence and Tours Section of the Crime Records Division, with no change in grade or salary. This is a newly-created section resulting from approval during the recent inspection of the Crime Records Division that the Crime Research Section of that division be divided into two sections because of its heavy responsibilities and tremendous flow of mail.

In his position as Chief of the newly-created Correspondence and Tours Section of the Crime Records Division, Mr. Morrell will be in charge of Bureau correspondence (including routine and special letters and form mail) and also Bureau tours. He will have under his supervision 8 Special Agent Supervisors and approximately 47 clerical employees.

Mr. Morrell entered on duty as a Special Agent on 8-18-47, was subsequently assigned to the Charlotte, Atlanta and Washington Field Offices. He was transferred to the Administrative Division on 3-16-53 and on 2-11-59 was designated Unit Chief of the Applicant and Placement Unit in the Administrative Division. On 3-8-60 he was designated Section Chief of the Correspondence and Tours Section of the Crime Records Division. He was promoted to Grade GS-14 on 5-18-58 and subsequently expressed appreciation for this promotion in a letter to the Director. During his service as an Agent Mr. Morrell has served as a Resident Agent and is a qualified Inspector's Aide.

Since January, 1958, he has been COMMENDED on two occasions, the last being on 2-18-60, through C. R. Davidson, for his participation in connection with the handling of a special project this past weekend. During this same period he was not censured. On 3-31-59 Mr. Tavel rated him EXCELLENT. *122*

In connection with a summary of SA Morrell's record for the Director's use which was previously prepared under date of 4-10-59, the Director noted "He certainly failed to grasp the proper viewpoint re utilizing stenogs in the Field who because of family reasons have to resign here." On 4-10-59 Mr. Morrell was advised of these comments.

FDH:sd (2) PERMANENT BRIEF ATTACHED *Thompson, Del...*

His daily average overtime for the past six months is as follows:
August, 2 hours 14 minutes; September, 2 hours 16 minutes; October, 2 hours 19 minutes; November, 2 hours 13 minutes; December, 2 hours 25 minutes; January, 1960, 2 hours 17 minutes.

His Offices of Preference since February, 1960, are Washington, D. C., Seattle and Portland.

A handwritten signature in dark ink, appearing to be 'MPC' or similar, located below the typed text.

March 17, 1960

MEMORANDUM FOR MR. TOLSON

On March 11, 1960, I saw Special Agent Donald C. Morrell, Section Chief in the Crime Records Division who has just been designated in charge of Correspondence and Tours.

Mr. Morrell called to express his appreciation for the designation and the challenge which he believes his assignment offers him.

I told Mr. Morrell that as he probably knew, I had not been entirely satisfied with the manner in which correspondence has been coming through from the Crime Records Division nor as to the entire handling of tours, and it was his responsibility to 'dig' into the section and see there was a thorough streamlining in all aspects.

Very truly yours,

JEH
John Edgar Hoover
Director

JEH:EDM (5)

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

123

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MAR 21 1960	
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[Handwritten signature]

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: DONALD C. MORRELL

Where Assigned: Crime Records Division Correspondence and Tours
(Division) (Section, Unit)

Official Position Title: Special Agent

Rating Period: from 4/1/59 to 3/31/60

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

DCM

Rated by: C. D. DeLoach Assistant Director 4/6/60
Signature Title Date

Reviewed by: [Signature] [Title] APR 8 1960
Signature Title Date

Rating Approved by: [Signature] [Title] [Date]
Signature Title Date

TYPE OF REPORT

☒ Official

☒ Annual

☐ Administrative

☐ 60-Day

☐ 90-Day

☐ Transfer

☐ Separation from Service

☐ Special

REC-146

APR 11 1960

31

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD C. MORRELL Title Special Agent
 Rating Period: from 4/1/59 to 3/31/60

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 A. Any element rated "Unsatisfactory" must be supported by narrative comments.
 B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- | | |
|---|--|
| <p><u>E</u> (1) Personal appearance.
 <u>+</u> (2) Personality and effectiveness of his personal contacts.
 <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
 <u>+</u> (4) Physical fitness (including health, energy, stamina).
 <u>+</u> (5) Resourcefulness and ingenuity.
 <u>+</u> (6) Forcefulness and aggressiveness as required.
 <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
 <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.
 <u>+</u> (9) Planning ability and its application to the work.
 <u>E</u> (10) Accuracy and attention to pertinent detail.
 <u>+</u> (11) Industry, including energetic, consistent application to duties.
 <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
 <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
 <u>O</u> (14) Technical or mechanical skills.
 <u>O</u> (15) Investigative ability and results:
 ___ (a) Internal security cases
 ___ (b) Criminal or general investigative cases
 ___ (c) Fugitive cases
 ___ (d) Applicant cases
 ___ (e) Accounting cases
 <u>O</u> (16) Physical surveillance ability.</p> | <p><u>E</u> (17) Firearms ability.
 <u>O</u> (18) Development of informants and sources of information.
 <u>E</u> (19) Reporting ability:
 ___ (a) Investigative reports
 ___ (b) Summary reports
 <u>E</u> (c) Memos, letters, wires
 (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; ___ administrative detail.)
 <u>O</u> (20) Performance as a witness.
 <u>E</u> (21) Executive ability:
 ___ (a) Leadership
 ___ (b) Ability to handle personnel
 ___ (c) Planning
 ___ (d) Making decisions
 ___ (e) Assignment of work
 ___ (f) Training subordinates
 ___ (g) Devising procedures
 ___ (h) Emotional stability
 ___ (i) Promoting high morale
 ___ (j) Getting results
 <u>O</u> (22) Ability on raids and dangerous assignments:
 ___ (a) As leader
 ___ (b) As participant
 <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.
 <u>+</u> (24) Ability to work under pressure.
 <u>+</u> (25) Miscellaneous. Specify and rate:
 ___ Dictation ability
 <u>+</u> <u>INTERVIEWING ABILITY</u>
 <u>+</u> <u>LECTURING ABILITY</u></p> |
|---|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Unit Chief - Applicant Recruitment and Placement Office

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

desk man, lecturer

- C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? no 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? no (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT EMPLOYEE'S INITIALS DCM
 Outstanding, Excellent, Satisfactory, Unsatisfactory

DONALD C. MORRELL
Section Chief
Correspondence and Tour Section

PART I GENERAL COMMENTS

During the major portion of the rating period (April 1, 1959, to March 11, 1960,) Mr. Morrell was assigned to the Personnel Section of the Administrative Division as Chief of the Applicant and Placement Unit. In that capacity he supervised and directed the Bureau's extensive applicant recruitment program, its placement program, housing matters, and other miscellaneous functions. He possessed a detailed knowledge of all matters coming under his jurisdiction and was thoroughly versed in policy and procedural matters. Mr. Morrell is always neatly attired and makes a splendid personal appearance. He has an engaging yet forceful personality and is unusually adept in expressing himself in clear concise language. He is an exceptionally fine lecturer and displays excellent poise and self-confidence. He has appealing mannerisms and makes a most favorable impression on those with whom he comes in contact. Mr. Morrell is a well-read, well-informed, alert, intelligent, and capable supervisor who has made an extensive study of all facets of work supervised by him. As a consequence, he has been able to handle an exceptionally large volume of work, much of which dealt with policy, with speed and competence. His opinion is highly respected and he has the ability and capacity for rapidly analyzing involved problems arriving at sound and logical conclusions. He is a very energetic person with tremendous enthusiasm and desire to carry out his responsibilities with maximum efficiency. He has always conducted himself in the manner that would bring credit on the Bureau. As secretary of SAMBA he has handled the heavy responsibilities in connection with the conversion of this hospitalization program to the new Federal Employees Health Program which goes into effect July 1, 1960. He has made a detailed study of all the ramifications of the new program and has been considered the Bureau's foremost authority on matters relating thereto.

This Agent commands the respect of his superiors, his associates, and subordinates. He is a clear thinker, is solid in his reasoning, and most persevering in his determination to realize his well-thought-out objectives. He has been an exceptionally valuable administrator in the Personnel Section and the unit to which he was assigned has benefited materially from his capable and judicious supervision.

WCM

The foregoing information was supplied by his former superior, C. Ray Davidson of the Personnel Section, Administrative Division.

Since his assignment to the Crime Records Division on March 14, 1960, as Chief of the newly organized Correspondence and Tours Section, although completely new in this type of work, Mr. Morrell has performed very satisfactorily thus far. He is conscientious, eager to learn, and a "bulldog" in his tenacity to do things according to Bureau policy. He has made excellent progress thus far.

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

Not applicable.

2. Experience and Ability as Inspectors' Aide

Qualified Inspectors' Aide but served on no inspection during rating period.

3. Participation in Informant Program

Not applicable.

4. Testifying Experience and Ability

No opportunity to testify during rating period but has had testifying experience in the past.

5. Disciplinary Action

Not applicable.

6. Accounting Information

Not applicable.

7. Police Instruction

Not applicable.

DCM

8. Sound Training

Not applicable.

9. Resident Agent

Not applicable.

10. Foreign Language Ability

Not applicable.

11. Administrative Advancement

Is Agent (a) interested in (X Yes - No), (b) completely available for (X Yes - No), and (c) considered completely qualified at present for administrative advancement including experience, ability, personality, and appearance? X Yes- No.

SA Morrell has all of the attributes for rapid advancement in the Bureau's service. He is intensely interested, is completely available, and has the necessary intelligence, personality, and loyalty for assuming greater responsibilities either at the Seat of Government or in the field.

JCM

WASHINGTON 25, D.C.

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<input type="checkbox"/> 1255-2	Agricultural Occupations	20	<input type="checkbox"/> 1255-34	Government Occupations	15	<input type="checkbox"/> 1255-62	Pilots, Stewardesses, and Other Air Transport Occupations	15
<input type="checkbox"/> 1255-3	Aircraft, Missile, and Spacecraft Field	10	<input type="checkbox"/> 1255-35	Home Economists and Dietitians	10	<input type="checkbox"/> 1255-63	Plasterers, Lathers, Cement Finishers	10
<input type="checkbox"/> 1255-4	Anthropologists, Economists, Historians, Political Scien- tists, and Sociologists	15	<input type="checkbox"/> 1255-36	Hotel Occupations	10	<input type="checkbox"/> 1255-64	Plastic Products Manufacturing	10
<input type="checkbox"/> 1255-5	Architects	5	<input type="checkbox"/> 1255-37	Industrial Chemical Industry	10	<input type="checkbox"/> 1255-65	Plumbers and Pipefitters	5
<input type="checkbox"/> 1255-6	Atomic Energy Field	10	<input type="checkbox"/> 1255-38	Instrument Repairmen	5	<input type="checkbox"/> 1255-66	Policemen and Firemen	10
<input type="checkbox"/> 1255-7	Automobile Manufacturing Occupations	15	<input type="checkbox"/> 1255-39	Insurance Occupations—Clerks, Agents, and Actuaries	15	<input type="checkbox"/> 1255-67	Printing Occupations	20
<input type="checkbox"/> 1255-8	Automobile Mechanics and Diesel Mechanics	10	<input type="checkbox"/> 1255-40	Interior Designers and Decorators	5	<input type="checkbox"/> 1255-68	Protestant Clergymen	5
<input type="checkbox"/> 1255-9	Baking Industry	10	<input type="checkbox"/> 1255-41	Iron and Steel Industry	10	<input type="checkbox"/> 1255-69	Psychologists	5
<input type="checkbox"/> 1255-10	Banking Occupations	10	<input type="checkbox"/> 1255-42	Lawyers	5	<input type="checkbox"/> 1255-70	Rabbis	5
<input type="checkbox"/> 1255-11	Beauty Operators and Barbers	10	<input type="checkbox"/> 1255-43	Librarians	5	<input type="checkbox"/> 1255-71	Radio and Television Broadcasting	10
<input type="checkbox"/> 1255-12	Biological Scientists	10	<input type="checkbox"/> 1255-44	Machinists, Tool and Die Mak- ers, Instrument Makers, and Other Machining Occupa- tions	15	<input type="checkbox"/> 1255-72	Railroad Occupations	20
<input type="checkbox"/> 1255-13	Bricklayers, Stonemasons, Marble Setters, Tile Setters, Terrazzo Workers	10	<input type="checkbox"/> 1255-45	Maintenance Electricians	5	<input type="checkbox"/> 1255-73	Refrigeration and Air-Cond- itioning Mechanics	5
<input type="checkbox"/> 1255-14	Business Machine Servicemen	5	<input type="checkbox"/> 1255-46	Mathematicians, Statisticians, and Programers	10	<input type="checkbox"/> 1255-74	Registered Professional Nurses and Practical Nurses	10
<input type="checkbox"/> 1255-15	Carpenters	5	<input type="checkbox"/> 1255-47	Medical X-ray Technicians, Medical Technologists, Den- tal Hygienists, and Medical Record Librarians	15	<input type="checkbox"/> 1255-75	Restaurant Occupations—Wait- ers and Waitresses, Cooks and Chefs, Managers	10
<input type="checkbox"/> 1255-16	Chemists	5	<input type="checkbox"/> 1255-48	Men's Tailored Clothing Industry	10	<input type="checkbox"/> 1255-76	Roman Catholic Priests	5
<input type="checkbox"/> 1255-17	Chiropractors	5	<input type="checkbox"/> 1255-49	Millwrights and Industrial Machinery Repairmen	5	<input type="checkbox"/> 1255-77	Sales Occupations	15
<input type="checkbox"/> 1255-18	Commercial Artists	5	<input type="checkbox"/> 1255-50	Newspaper Reporters	5	<input type="checkbox"/> 1255-78	Secretaries, Stenographers, and Typists	5
<input type="checkbox"/> 1255-19	Construction Electricians and Elevator Constructors	10	<input type="checkbox"/> 1255-51	Office Machine Operators; Bookkeepers	10	<input type="checkbox"/> 1255-79	Sheet Metal Workers and Roofers	5
<input type="checkbox"/> 1255-20	Construction Laborers and Hod Carriers	5	<input type="checkbox"/> 1255-52	Optometrists	5	<input type="checkbox"/> 1255-80	Social Workers	5
<input type="checkbox"/> 1255-21	Dentists	5	<input type="checkbox"/> 1255-53	Osteopathic Physicians	5	<input type="checkbox"/> 1255-81	Stationary Engineers	5
<input type="checkbox"/> 1255-22	Department Store Occupations	15	<input type="checkbox"/> 1255-54	Painters, Paperhangers, Glaziers, and Asbestos and Insulating Workers	10	<input type="checkbox"/> 1255-82	Structural-, Ornamental-, and Reinforcing-Iron Workers; Operating Engineers	10
<input type="checkbox"/> 1255-23	Dispensing Opticians and Opti- cal Laboratory Mechanics	5	<input type="checkbox"/> 1255-55	Paper and Allied Products Industry	10	<input type="checkbox"/> 1255-83	Teachers and School Counselors	15
<input type="checkbox"/> 1255-24	Electric Light and Power Occupations	15	<input type="checkbox"/> 1255-56	Personnel Workers	5	<input type="checkbox"/> 1255-84	Technicians and Draftsmen	15
<input type="checkbox"/> 1255-25	Electronic Servicemen and Technicians	5	<input type="checkbox"/> 1255-57	Petroleum Production and Refining	15	<input type="checkbox"/> 1255-85	Telephone Occupations—Line- men, Installers, Repairmen, and Operators	15
<input type="checkbox"/> 1255-26	Electronics Manufacturing Occupations	10	<input type="checkbox"/> 1255-58	Pharmacists	5	<input type="checkbox"/> 1255-86	Truckdrivers, Bus Drivers, Taxi Drivers	15
<input type="checkbox"/> 1255-27	Electroplaters	5	<input type="checkbox"/> 1255-59	Physical Therapists and Occupational Therapists	10	<input type="checkbox"/> 1255-87	Veterinarians	5
<input type="checkbox"/> 1255-28	Engineering	15	<input type="checkbox"/> 1255-60	Physicians	5	<input type="checkbox"/> 1255-88	Watch Repairmen, Jewelers, and Jewellery Repairmen	10
<input type="checkbox"/> 1255-29	FBI Agents	15				<input type="checkbox"/> 1255-89	Welders, Oxygen Cutters, Boilermakers	10
<input type="checkbox"/> 1255-30	Foresters	5				<input type="checkbox"/>	Complete set of these 89 reprints	set \$8.20
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<input type="checkbox"/> 1255-32	Foundry Occupations	10						

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1255-2	Agricultural Occupations.....	20	1255-48	Men's Tailored Clothing Industry.....	10
1255-3	Aircraft, Missile, and Spacecraft Field.....	10	1255-49	Millwrights and Industrial Machinery Repairmen.....	5
1255-4	Anthropologists, Economists, Historians, Political Scientists, and Sociologists.....	15	1255-50	Newspaper Reporters.....	5
1255-5	Architects.....	5	1255-51	Office Machine Operators; Bookkeepers.....	10
1255-6	Atomic Energy Field.....	10	1255-52	Optometrists.....	5
1255-7	Automobile Manufacturing Occupations.....	15	1255-53	Osteopathic Physicians.....	5
1255-8	Automobile Mechanics and Diesel Mechanics.....	10	1255-54	Painters, Paperhangers, Glaziers, and Asbestos and Insulating Workers.....	10
1255-9	Baking Industry.....	10	1255-55	Paper and Allied Products Industry.....	10
1255-10	Banking Occupations.....	10	1255-56	Personnel Workers.....	5
1255-11	Beauty Operators and Barbers.....	10	1255-57	Petroleum Production and Refining.....	15
1255-12	Biological Scientists.....	10	1255-58	Pharmacists.....	5
1255-13	Bricklayers, Stonemasons, Marble Setters, Tile Setters, Terrazzo Workers.....	10	1255-59	Physical Therapists and Occupational Therapists.....	10
1255-14	Business Machine Servicemen.....	5	1255-60	Physicians.....	5
1255-15	Carpenters.....	5	1255-61	Physicists.....	5
1255-16	Chemists.....	5	1255-62	Pilots, Stewardesses, and Other Air Transport Occupations.....	15
1255-17	Chiropractors.....	5	1255-63	Plasterers, Lathers, Cement Finishers.....	10
1255-18	Commercial Artists.....	5	1255-64	Plastic Products Manufacturing.....	10
1255-19	Construction Electricians and Elevator Constructors.....	10	1255-65	Plumbers and Pipefitters.....	5
1255-20	Construction Laborers and Hod Carriers.....	5	1255-66	Police and Firemen.....	10
1255-21	Dentists.....	5	1255-67	Printing Occupations.....	20
1255-22	Department Store Occupations.....	15	1255-68	Protestant Clergymen.....	5
1255-23	Dispensing Opticians and Optical Laboratory Mechanics.....	5	1255-69	Psychologists.....	5
1255-24	Electric Light and Power Occupations.....	15	1255-70	Rabbis.....	5
1255-25	Electronic Servicemen and Technicians.....	5	1255-71	Radio and Television Broadcasting.....	10
1255-26	Electronics Manufacturing Occupations.....	10	1255-72	Railroad Occupations.....	20
1255-27	Electroplaters.....	5	1255-73	Refrigeration and Air-Conditioning Mechanics.....	5
1255-28	Engineering.....	15	1255-74	Registered Professional Nurses and Practical Nurses.....	10
1255-29	FBI Agents.....	15	1255-75	Restaurant Occupations—Waiters and Waitresses, Cooks and Chefs, Managers.....	10
1255-30	Foresters.....	5	1255-76	Roman Catholic Priests.....	5
1255-31	Forge Shop Occupations; Blacksmiths.....	10	1255-77	Sales Occupations.....	15
1255-32	Foundry Occupations.....	10	1255-78	Secretaries, Stenographers, and Typists.....	5
1255-33	Geologists, Geophysicists, Meteorologists.....	15	1255-79	Sheet Metal Workers and Roofers.....	5
1255-34	Government Occupations.....	10	1255-80	Social Workers.....	5
1255-35	Home Economists and Dietitians.....	10	1255-81	Stationary Engineers.....	5
1255-36	Hotel Occupations.....	10	1255-82	Structural, Ornamental, and Reinforcing-Iron Workers; Operating Engineers.....	10
1255-37	Industrial Chemical Industry.....	10	1255-83	Teachers and School Counselors.....	15
1255-38	Instrument Repairmen.....	5	1255-84	Technicians and Draftsmen.....	15
1255-39	Insurance Occupations—Clerks, Agents, and Actuaries.....	15	1255-85	Telephone Occupations—Linemen, Installers, Repairmen, and Operators.....	15
1255-40	Interior Designers and Decorators.....	5	1255-86	Truckdrivers, Bus Drivers, Taxi Drivers.....	15
1255-41	Iron and Steel Industry.....	10	1255-87	Veterinarians.....	5
1255-42	Lawyers.....	5	1255-88	Watch Repairmen, Jewelers, and Jewelry Repairmen.....	10
1255-43	Librarians.....	5	1255-89	Welders, Oxygen Cutters, Boilermakers.....	15
1255-44	Machinists, Tool and Die Makers, Instrument Makers, and Other Machining Occupations.....	15			
1255-45	Maintenance Electricians.....	5			
1255-46	Mathematicians, Statisticians, and Programmers.....	10			

Available from the Superintendent of Documents, Washington 25, D. C., or any of the following regional offices of the Bureau of Labor Statistics, U.S. Department of Labor:

341 Ninth Ave. New York 1, N.Y. 105 West Adams St. Chicago 3, Ill. 18 Oliver St. Boston 10, Mass. 1371 Peachtree St. NE. Atlanta 9, Ga. 630 Sansome St. San Francisco 11, Calif.

Employment Outlook for

FBI Agents

UNITED STATES DEPARTMENT OF LABOR OCCUPATIONAL OUTLOOK REPORT SERIES

James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS

Ewan Clague, Commissioner

Reprints from the

1959 OCCUPATIONAL OUTLOOK HANDBOOK

Bulletin No. 1255-29

Nature of Work

Federal Bureau of Investigation (FBI) agents investigate many types of violations of Federal law, such as bank robberies, kidnappings, frauds against the Government, thefts of Government property, and cases of espionage or sabotage. Altogether, the FBI has jurisdiction over some 150 Federal investigative matters, and each agent may be assigned to work on any one of them. However, agents with specialized training in accounting are likely to be assigned chiefly to cases involving complex financial records; for example, frauds involving Federal Reserve Bank records. An agent can never be certain what his day will be like or where an assignment will lead him. He is subject to call 24 hours a day, and he must be available for assignment at all times.

Owing to the highly sensitive nature of the FBI's work, agents may not disclose information gathered during the course of their official duties to any unauthorized persons, including members of their families. The FBI is primarily a fact-gathering and fact-reporting agency; therefore, its agents function strictly as investigators, and they do not make recommendations pertaining to prosecution, express opinions concerning the guilt or innocence of suspects, or issue "clearances."

Under ordinary circumstances agents wear regular business suits. They generally work alone and must maintain continual contact with their superiors by radio or telephone. Two or more agents always are assigned to handle ar-

rests, raids, and other duties in which an actual or potential danger exists.

Where Employed

Most of the more than 6,000 FBI agents employed in early 1958 were assigned to the Bureau's 50 field offices located in major cities throughout the Nation. The remainder worked



COURTESY OF FEDERAL BUREAU OF INVESTIGATION

FBI agents in training session study the use of fingerprints in identifying people.

public and conducting investigations. All the tests except the physical examination are given by the FBI. In addition, exhaustive background and character investigations are conducted on all applicants. All appointments are made on a probationary basis and become permanent after 1 year of satisfactory service.

Each newly appointed agent is given 13 weeks of training before he is assigned to a field office. During this period, he becomes familiar with FBI rules, regulations, and investigative procedures; with other Government procedures; with defensive tactics; and with laboratory work, fingerprinting, and the firearms normally used by the FBI. After he is assigned to a field office, the new agent works closely with an experienced agent for a period of about 2 weeks before he qualifies for independent assignments. All higher grade positions are filled from within the ranks of FBI agents. It is possible, therefore, for an out of offices in Alaska, Hawaii, and Puerto Rico or were stationed at FBI headquarters at the U.S. Department of Justice, Washington, D.C. In addition to the field offices, there are FBI resident agencies, staffed by small numbers of agents, in many cities and towns across the United States. These agencies facilitate the prompt and economical handling of all investigative matters which are within the FBI's jurisdiction.

Training and Other Qualifications

Only graduates of accounting schools or resident law schools are eligible for appointment as FBI agents. Accounting graduates must also have had at least 3 years of practical experience in accounting or auditing or a combination of both. All applicants must be male citizens of the United States, between the ages of 25 and 40, and willing to serve anywhere in the United States or its territories. Furthermore, they must be at least 5 feet 7 inches tall; have unimpaired hearing, excellent vision and normal color perception; be capable of strenuous physical exertion; and have no physical defects which would prevent the use of firearms or the participation in dangerous assignments.

Applicants must pass a rigid physical examination as well as written and oral tests covering law, accounting, and aptitude for meeting the

experienced agent to advance to more responsible administrative and supervisory positions, such as field supervisor, special agent in charge of a field office, and inspector.

Employment Outlook

Opportunities to become an FBI agent in the early 1960's probably will be limited to filling vacancies which arise. The FBI is a career service and its rate of personnel turnover traditionally has been lower than that of private industry and the Government as a whole. Accordingly, unless there is a substantial increase in the FBI's work which will require expansion of its investigative staff, it is not anticipated that many vacancies for agents will arise in the immediate future.

Earnings and Working Conditions

The entrance salary for FBI agents was \$6,505 in the middle of 1958. This was somewhat higher than the usual starting salary for college graduates entering Federal employment. FBI agents, like other Federal employees, can advance in grade as they gain experience and also receive periodic within-grade salary raises if their work performance is satisfactory. The top salary for regular field agents was \$11,090 in 1958; agents in supervisory and administrative positions received higher salaries.

Agents are subject to call 24 hours a day. They frequently work longer than the customary 40-hour week. If overtime averages as much as 6 hours a week, agents receive a flat amount of extra pay—\$397 annually. They have paid vacations and sick leave, and annuities on retirement. Some aspects of the FBI agent's work are adventurous; he travels frequently and meets all kinds of people. The work is potentially dangerous and involves a great deal of responsibility.

Where To Go for More Information

Additional information and application forms may be obtained by writing to Federal Bureau of Investigation, U.S. Department of Justice, Washington 25, D.C.

Enron's Note: To follow up on references to page numbers, indexes, or other fields of work, see the 1959 edition of the Occupational Outlook Handbook.

OCCUPATIONAL OUTLOOK REPORT SERIES

This is one of a series of reprints from the 1959 edition of the Occupational Outlook Handbook (BLS Bull. 1255, price \$4.25). The Handbook describes the employment outlook, training requirements, and earnings and working conditions in over 600 occupations. A list of all the Handbook reprints and their prices will be found on the back cover of this publication.

The Handbook was prepared by the U.S. Department of Labor's Bureau of Labor Statistics with the cooperation of the Bureau of Employment Security, Women's Bureau, Bureau of Apprenticeship and Training, and Bureau of Labor Standards of the Department of Labor; the Veterans Administration; the U.S. Department of Agriculture; and the U.S. Department of Health, Education, and Welfare.

Users of the Handbook can keep up to date on current developments by reading the Occupational Outlook Quarterly, a periodical issued four times yearly; subscription price \$1 a year. The Handbook, reprints, and subscriptions to the Occupational Outlook Quarterly may be purchased from the Superintendent of Documents, Washington 25, D.C., or the regional offices of the Bureau of Labor Statistics listed on the back cover.

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington 25, D.C. - Price 3 cents

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

DONALD C. MORRELL

Name of Employee: _____

Where Assigned: Crime Records
(Division)

Correspondence & Tours
(Section, Unit)

Official Position Title: Special Agent

Rating Period: from 3/14/60 to 5/14/60

ADJECTIVE RATING: Excellent
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

DCM

Rated by: C. D. DeLoach Assistant Director May 16, 1960
Signature Title Date

Reviewed by: [Signature] Assistant Director MAY 16 1960
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

() Official
() Annual

(X) Administrative
(X) 60-Day
() 90-Day
() Transfer
() Separation from Service
() Special

-126
83
3/1/60

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Donald C. MorrellTitle Special AgentRating Period: from 3/14/60 to 5/14/60

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - Any element rated "Unsatisfactory" must be supported by narrative comments.
 - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- | | |
|---|---|
| <u>+</u> (1) Personal appearance. | <u>E</u> (17) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>E</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>E</u> (19) Reporting ability: <ul style="list-style-type: none"> <u>O</u> (a) Investigative reports <u>E</u> (b) Summary reports (c) Memos, letters, wires (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>E</u> organization; <u>+</u> thoroughness; <u>E</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>-</u> administrative detail.) |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>O</u> (20) Performance as a witness. |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>E</u> (21) Executive ability: <ul style="list-style-type: none"> <u>+</u> (a) Leadership <u>+</u> (b) Ability to handle personnel <u>+</u> (c) Planning <u>+</u> (d) Making decisions <u>+</u> (e) Assignment of work <u>+</u> (f) Training subordinates <u>+</u> (g) Devising procedures <u>+</u> (h) Emotional stability <u>+</u> (i) Promoting high morale <u>+</u> (j) Getting results |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>O</u> (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <u>-</u> (a) As leader <u>-</u> (b) As participant |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives. | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>+</u> (24) Ability to work under pressure. |
| <u>E</u> (9) Planning ability and its application to the work. | <u>+</u> (25) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> <u>+</u> Dictation ability <u>+</u> <u>LECTURING - INSPIRING</u> <u>+</u> <u>MORALE -</u> |
| <u>E</u> (10) Accuracy and attention to pertinent detail. | |
| <u>+</u> (11) Industry, including energetic, consistent application to duties. | |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | |
| <u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application. | |
| <u>O</u> (14) Technical or mechanical skills. | |
| <u>O</u> (15) Investigative ability and results: <ul style="list-style-type: none"> <u>-</u> (a) Internal security cases <u>-</u> (b) Criminal or general investigative cases <u>-</u> (c) Fugitive cases <u>-</u> (d) Applicant cases <u>-</u> (e) Accounting cases | |
| <u>O</u> (16) Physical surveillance ability. | |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): SECTION CHIEF - CORRESPONDENCE & TOURS.

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): LECTURER - DESK MAN -

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent
 Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

DCM

DONALD C. MORRELL
Section Chief
Correspondence and Tour Section

PART I GENERAL COMMENTS

Special Agent Morrell was assigned to the Crime Records Division in the capacity of Section Chief, Correspondence and Tour Section as of 3/14/60. This is a 60-day report on his performance thus far in the capacity of Section Chief. Although completely new in this type of work, Mr. Morrell has performed very satisfactorily. He is conscientious, eager to learn and a "bulldog" in his tenacity to do things according to Bureau policy. He has made excellent progress thus far.

Mr. Morrell is obviously well-read, alert, intelligent and a person who inspires enthusiasm in the personnel who work for him and around him. He has a good capacity for rapidly analyzing problems and arriving at sound conclusions. His performance is definitely considered to be excellent thus far.

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

Not applicable.

2. Experience and Ability as Inspectors' Aide

Qualified Inspectors' Aide but served on no inspection during rating period.

3. Participation in Informant Program

Not applicable.

4. Testifying Experience and Ability

No opportunity to testify during rating period but has had testifying experience in the past.

DCM

5. Disciplinary Action

Not applicable.

6. Accounting Information

Not applicable.

7. Police Instruction

Not applicable.

8. Sound Training

Not applicable.

9. Resident Agent

Not applicable.

10. Foreign Language Ability

Not applicable.

11. Administrative Advancement

Is Agent (a) interested in X Yes - No), (b) completely available for (X Yes - No), and (c) considered completely qualified at present for administrative advancement including experience, ability, personality, and appearance? X Yes - No.

SA Morrell has all of the attributes for rapid advancement in the Bureau's service. He is intensely interested, is completely available, and has the necessary intelligence, personality, and loyalty for assuming greater responsibilities either at the Seat of Government or in the field.

DCM

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

5/3/60

I certify that I have received the following Government property for official use:

~~returned~~

Key to room 4235

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY. 75

Very truly yours,

(Written
Signature)

Donald C. Morrell

(Typed
Signature)

Donald C. Morrell

FILE
3-M

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

4-29-60

I certify that I have received the following Government property for official use:

~~returned~~

Key to room 4243 and 4230

FILE

3-M

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

PER Wise

(Written
Signature)

Donald C. Morrell

(Typed
Signature)

Donald C. Morrell

UNITED STATES GOVERNMENT

Memorandum

TO : MR. MOHR

DATE: 5/31/60

FROM : W. S. TAVEL *ST*

SUBJECT: SA DONALD C. MORRELL
 Section Chief
 Correspondence and Tours Section
 Crime Records Division
 EOD 8/18/47, GS 14, \$11,595

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

As a result of the inspection of the Crime Records Division in February 1960, the Crime Records Section was split into two sections, the Crime Research Section of which Mr. M. A. Jones is Section Chief, and the Correspondence and Tours Section of which Mr. Morrell was designated Section Chief on 3/8/60. Mr. Tolson instructed at the time of his designation that he was not to be reallocated for at least six months, but since SA Morrell has taken hold of his new duties in excellent fashion, as reflected by the performance rating of May 16, 1960, and since SA Jones is being recommended for GS 16 by separate memo, it is felt that SA Morrell should be reallocated to GS 15 at this time. He has been in grade GS 14 since 5/18/58.

Morrell entered on duty 8/18/47, is in GS 14, \$11,595, 41 years old, married with two children and has degrees of Bachelor of Arts and Bachelor of Laws. He has been assigned to the Seat of Government since March 1953, having previously served in the Administrative Division as Unit Chief of the Applicant and Placement Unit. He has an excellent Bureau record, having only been censured twice, in 1955 and 1956. He has been commended on a number of occasions, is intelligent, alert, possessed of a quick mind, and is determined to do the best possible job. He is energetic, aggressive, forceful and displays outstanding initiative. The Director saw him on 3/11/60 but made no personal comment. As Section Chief of the Correspondence and Tours Section, he has 8 Special Agent supervisors and approximately 47 clerical employees under his supervision.

In connection with a summary of SA Morrell's record for the Director's use which was prepared on 4/10/59, the Director noted "He certainly failed to grasp the proper viewpoint re utilizing stenogs in the field who because of family reasons have to resign here." Morrell was advised of these comments. On his 1960 annual performance rating Morrell was described as making a splendid personal appearance, and having an engaging yet forceful personality. He is an exceptionally fine lecturer and displays excellent poise and self-confidence. He is a clear thinker and an exceptionally valuable administrator. In a special rating on 5/16/60 Mr. DeLoach rated him excellent as a Section Chief, and stated he is conscientious, eager to learn and a "bulldog" in his

Enclosure

WST:lae (2)

127
 3
 12

Memo to Mr. Mohr
Re: SA Donald C. Morrell

tenacity to do things according to Bureau policy. He stated Morrell has made excellent progress thus far, and is obviously well read, and a person who inspires enthusiasm in the personnel who work for him and around him. He has a good capacity for rapidly analyzing problems and arriving at sound conclusions. Mr. DeLoach felt that he is completely qualified at present for administrative advancement and has the necessary attributes for rapid advancement and assuming greater responsibilities. He is within desirable weight limits.

RECOMMENDATION:

That SA Morrell be promoted to grade GS 15.

GAC
6/1

Jagme
John
5/31

KOK.
b

Letter
for K. J. DeLoach
6-1-60
I suggest reconsideration
on 7-15-60
W. J. DeLoach

SA MORRELL'S PERMANENT BRIEF ATTACHED

ASSIGNMENT CHART

JOHN P. MOHR
ASSISTANT TO THE DIRECTOR

May 13, 1960

CRIME RECORDS DIVISION

C. D. DeLOACH
Assistant Director
Ext. 691, Room 5640

ROBERT E. WICK
Inspector - No. 1 Man
Ext. 691, Room 5642

E. C. KEMPER, JR.
No. 2 Man
Ext. 691, Room 5632

HAROLD P. LEINBAUGH
No. 3 Man
Ext. 815, Room 5634

CRIME RESEARCH SECTION

Milton A. Jones
Section Chief
Ext. 645, Room 4236

Lawrence J. Heim
No. 1 Man
Ext. 649, Room 4234

Fugitive Publicity Unit

Ext.	Room	
508	4242	[Redacted] Chief
648	4244	[Redacted]
644	4242	Thomas F. Mitchell

Library Unit

Ext.	Room	
787	4246	Bernard M. Suttler, Chief

Publications Unit

Ext.	Room	
2318	7541	Charles E. Moore, Jr., Chief
2308	7541	David W. Bowers

Research Unit

Ext.	Room	
653	5625	Donald G. Hanning, Chief
2283	5348	[Redacted]
2283	5348	George William Gunn
657	5630-A	[Redacted]
788	5348	[Redacted]
2283	5348	[Redacted]
657	5630-A	Fern C. Stukenbroeker

b6
b7C

Special Production Unit

Ext.	Room	
649	4234	Gordon E. Malmfeldt, Chief
649	4234	Richard F. Lally (Resigning 5/20/60)
649	4234	[Redacted]

CORRESPONDENCE AND TOURS SECTION

Donald C. Morrell
Section Chief
Ext. 2153, Room 4235

C. Benjamin Fulton
No. 1 Man
Ext. 2153, Room 4235

Correspondence Unit

Ext.	Room	
481	4231	Boyd D. Adsit, Chief
432	4229-A	Hobson H. Adcock
879	4231	[Redacted]
622	4241	[Redacted]
430	4239	[Redacted]

Tour Unit

William H. Stapleton
Ext. 447, Room 1734

*Ordered in

UNIFORM CRIME REPORTING SECTION

Jerome J. Daunt, Chief
Ext. 633, Room 320 O.P.O.

[Redacted]
Ext. 633, Room 320 O.P.O.

67 - 121

June 1, 1960

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

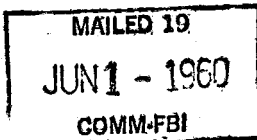
I am indeed pleased to advise you of your promotion to the position of Special Agent, \$12,770 per annum in Grade GS 15, effective June 12, 1960.

For your information, this promotion is temporary and will remain in effect only for the duration of your present assignment.

Sincerely yours,

J. EDGAR HOOVER

John Edgar Hoover
Director



REC'D-READING ROOM

JUN 1 3 31 PM '60

1 - Mr. DeLoach (PERSONAL ATTENTION)

1 - [redacted]

1 - Movement

pr1
(5)

No special submission per Reading Room.

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

FBI
REC'D MAIL ROOM

SENT FROM D. O.
TIME 5:50 PM
DATE 6-1-60
BY MUE/MS

CRD 70

MAIL

TELETYPE UNIT

NOTIFICATION OF PERSONNEL ACTION

50-106-13

1. NAME (LAST [CAPS]—First—Middle—Mr.—Miss—Mrs.) MORRELL, DONALD C. (MR.)		2. DATE OF BIRTH 6/13/18	3. IDENTIFICATION (optional) 03032
4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.			
5. NATURE OF ACTION (standard terminology must be used) PROMOTION		6. EFFECTIVE DATE OF ACTION 6/12/60	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY EXCEPTED BY LAW
FROM— Special Agent GS 14, \$11,595 per annum		8. POSITION TITLE AND NUMBER 9. SERIES, GRADE, SALARY 10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED 11. DUTY STATION	TO— Supervisory Special Agent GS 15, \$12,770 per annum <i>Title chg. to Supv. SA Series 1821, FBI #61-F-114 eff. 5-28-61.</i>
<input type="checkbox"/> Yes		12. APPORTIONED POSITION	<input type="checkbox"/> Yes <input type="checkbox"/> Apportionment Waived STATE: <input type="checkbox"/> Proved
13. VETERAN PREFERENCE No <input type="checkbox"/> 5-pt. <input checked="" type="checkbox"/> 10-pt. Disab. <input type="checkbox"/> 10-pt. Other <input type="checkbox"/>		14. TENURE GROUP	
15. POSITION OCCUPIED IS IN THE: <input type="checkbox"/> Competitive Service <input checked="" type="checkbox"/> Excepted Service		16. APPROPRIATION From: S. & E., FBI To: SAME	
17. PAYROLL DEDUCTIONS CSR <input type="checkbox"/> FICA <input type="checkbox"/> FEGLI <input type="checkbox"/>		18. DATE OF APPOINTMENT AFFIDAVITS (accessions only)	
19. REMARKS: <input type="checkbox"/> a. Subject to completion of 1 year probationary (or trial) period commencing <input type="checkbox"/> b. Service counting toward career (or permanent) tenure from: Separations: Show reasons below, as required. Check, if applicable: <input type="checkbox"/> c. During probation <input type="checkbox"/> d. From appointment of 6 months or less This promotion is temporary and will remain in effect only for the duration of present assignment.			
20. EMPLOYING DEPARTMENT OR AGENCY U. S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION		22. SIGNATURE (or other authentication) AND TITLE <i>J. E. Hoover</i> Director	
21. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than item 10, above) FEDERAL BUREAU OF INVESTIGATION WASHINGTON 25, D. C.		23. DATE: 6/10/60	

94
NOT RECORDED
16 JUN 1960

je

3/8c

Mr. Tolson	✓
Mr. Mohr	
Mr. Parsons	
Mr. Belmont	✓
Mr. Callahan	
Mr. DeLoach	
Mr. Malone	
Mr. McGuire	
Mr. Rosen	
Mr. Tamm	
Mr. Trotter	
Mr. W.C. Sullivan	
Tele. Room	
Mr. Ingram	
Miss Gandy	

5516 Charlote Road
Bethesda, Maryland
June 2, 1960

W.C. Sullivan

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

Last evening I received your most welcome letter advising of my reallocation, and I want to take this opportunity to express my sincere thanks.

My new assignment has been one of the most interesting and challenging periods during my service with the Bureau. While I would have liked to personally tell you of my appreciation, I realize the tremendous demands on your time at this particular moment and do not want to impose upon you further.

Please be assured that I will do everything in my power and to the best of my ability to warrant this confidence you have placed in me.

Sincerely yours,

Donald C. Morrell
Donald C. Morrell

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3-2PT

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30 ~~EXP. PROC.~~
JUN 3 1960

July 21, 1960

PERSONAL

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

I am writing to commend you for the excellent job you have done as Secretary of SAMBA.

You have accepted the duties of this position with unusual enthusiasm and a sincere determination to acquire a complete knowledge of the new Government Health Program. I am very impressed with your efforts in this regard and I want to take this opportunity to express my appreciation.

Sincerely yours,

J. Edgar Hoover

1 - Mr. DeLoach (Personal Attention)

AFH
(4)

Based on memo J. P. Mohr to Mr. Tolson, JPM:lae, 7-20-60.

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

JUL 21 10 38 AM '60

130

HEALTH BENEFITS REGISTRATION FORM

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read Instructions on back of last page. Use only typewriter or ballpoint pen.)

CAFFEY'S CONTROL NO

5211097

PART A
ALL WHO
REGISTER
MUST FILL
IN THIS
PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL) MIRRELL, DANIEL C.	2. DATE OF BIRTH (Use numbers) MONTH DAY YEAR 6 13 18	3. Are you now married? YES <input checked="" type="checkbox"/> 1 NO <input type="checkbox"/> 2
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE) 2576 CHAMBERS STREET, NEW YORK, N.Y.	5. SEX MALE <input checked="" type="checkbox"/> 1 FEMALE <input type="checkbox"/> 2	
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	7. Place an "X" in proper box to show your annual basic salary range. UNDER \$4,000 <input type="checkbox"/> 1 \$6,000 TO \$9,999 <input type="checkbox"/> 3 \$4,000 TO \$5,999 <input type="checkbox"/> 2 \$10,000 OR OVER <input checked="" type="checkbox"/> 4	

PART B
FILL IN THIS
PART IF YOU
WISH TO EN-
ROLL IN A
HEALTH BENEFITS
PLAN.If enrollment
is for self only,
answer item 1.
If enrollment
is for self and
family, also
answer item 2
and item 3 if
it applies.THIS PART MUST
ALSO BE FILLED
IN IF YOU
CHANGE YOUR
ENROLLMENT.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)	
NAME OF PLAN S.A.M.B.A.	OPTION (HIGH OR LOW) 2
ENTIREMENT CODE NUMBER 4 4 2	
2. In space below list all eligible family members without exception: List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)	
NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife or Husband ELIZABETH H.	10-3-18 <input type="checkbox"/> 1
DANIEL CLARK, JR.	5-12-43 <input type="checkbox"/> 2
SUSAN	4-28-45 <input type="checkbox"/> 3
	<input type="checkbox"/> 4
	<input type="checkbox"/> 5
	<input type="checkbox"/> 6
	<input type="checkbox"/> 7
	<input type="checkbox"/> 8
	<input type="checkbox"/> 9
	<input type="checkbox"/> 10
3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

PART C
FILL IN THIS
PART IF YOU
WISH NOT TO
ENROLL OR IF
YOU WISH TO
CANCEL YOUR
ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.	
1. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/>	3. The reason for my election is (Place an "X" in proper box): (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/> 1 (b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> 2 (c) Any other reason. <input type="checkbox"/> 3
2. I elect to cancel my present enrollment under the Health Benefits Act. <input type="checkbox"/>	

PART D
FILL IN THIS
PART IF YOU
WISH TO
CHANGE YOUR
ENROLLMENT.

1. I elect to change my enrollment as shown by the enrollment number and other information in Part B.		
1. Enrollment code number of present plan. 4 4 2	2. Number of event which permits change. (See table on back of duplicate for proper number.) 6	3. Date of event which permits change. MONTH DAY YEAR 6 8 60

PART E
ALL WHO
REGISTER
MUST FILL
IN THIS PART.

(YOUR SIGNATURE—DO NOT PRINT) Daniel C. Mirrell	(DATE) 6-8-60	WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)
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PART F
TO BE
COMPLETED
BY
AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE FEDERAL BUREAU OF INVESTIGATION U.S. DEPARTMENT OF JUSTICE WASHINGTON, D.C.	2. DATE RECEIVED IN EMPLOYING OFFICE 6/9/60	3. EFFECTIVE DATE OF ELECTION JUL 10 1960
(SIGNATURE OF AUTHORIZED AGENCY OFFICIAL) [Signature]	4. PAYROLL OFFICE NO. 15-02-0001	5. PAYROLL ACTION (INITIALS AND DATE) [Signature]

REMARKS
FOR USE ONLY
BY ANNUITANTS
AND AGENCY.

Orig. sent to Voucher - Stat.
--

Triplicate—To Employing Office

6-21-68 mas APRIL 1960

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TOLSON ✓

DATE: 7/20/60

FROM : J. P. MOHR

SUBJECT:

SA DONALD C. MORRELL
 Chief, Correspondence and Tours Section
 Crime Records Division
 SA RUSSELL C. ANDERSON
 Supervisor
 Identification Division

Tolson ✓
 Mohr ✓
 Parsons ✓
 Belmont ✓
 DeLoach ✓
 Malone ✓
 McGuire ✓
 Rosen ✓
 Tamm ✓
 Trotter ✓
 W.C. Sullivan ✓
 Tele. Room ✓
 Ingram ✓
 Gandy ✓

I thought I should call to your attention the very fine work the Messrs. Morrell and Anderson have done in the past and up to the present time in connection with SAMBA. Mr. Morrell was new this year in the SAMBA organization and accepted his duties as Secretary as a real challenge and made it a point to learn everything he could about the new Government Health Program. He attended meetings at the Civil Service Commission and contributed not only his expert knowledge which he acquired, but a considerable amount of his own time to see that the program got underway in a capable manner.

Mr. Anderson, Treasurer, has done yeoman service and in addition to maintaining close liaison and contacts with the local SAMBA people, he also maintained close, coordinated contact with the people at Prudential. He also attended numerous meetings at the Civil Service Commission and he, too, has qualified as an expert in connection with the new Government Employees Health Program. Mr. Anderson also was responsible in helping Mr. John Donovan, the new Manager of SAMBA, to reorganize their records system and bring it up to date. Under the circumstances, I feel that Messrs. Morrell and Anderson justly deserve letters of commendation from the Director for their splendid contributions to our employee health organization, SAMBA. Appropriate letters to them are attached.

Enclosures sent
 JPM:lae 7-264/60
 (6)
 1 - Mr. Callahan
 1 - Mr. McDaniel
 1 - Mr. DeLoach
 1 - Mr. Trotter

✓ J. P. Mohr

REC-133

67-

8 JUL 28

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AUG 1 1960

**Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner**

Name of Examinee MORRELL DONALD C DIV. 8
(Type or print) WT. 161 1/2 LBS. Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☐ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

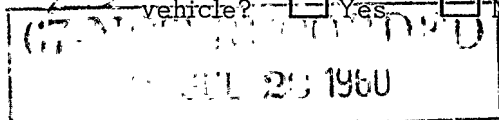
1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☐ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☐ No ☐ Yes If "yes" please specify defects. _____

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☐ Yes ☐ No



[Handwritten signature]

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
✓ 5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds

☐ gain _____ pounds

Remarks: 161 1/2 lbs

Stephen Buck-Physician, Instructor
(Signature of Medical Examiner)

July 19, 1960
(Date)

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) MORRELL DONALD C.		2. GRADE AND COMPONENT SA		3. DATE OF EXAMINATION 8-2-60	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State.)				5. PURPOSE OF EXAMINATION ANNUAL EXAM	
7. SEX M	8. RACE W	9. TOTAL YEARS GOVERNMENT SERVICE MILITARY _____ CIVILIAN _____		10. AGENCY	11. ORGANIZATION UNIT
12. DATE OF BIRTH 6-13-18		13. PLACE OF BIRTH BROOKLYN, N.Y.		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS NMRC				16. OTHER INFORMATION	
17. RATING OR SPECIALTY				TIME IN THIS CAPACITY (Total) _____ LAST SIX MONTHS _____	

CLINICAL EVALUATION		
NOR- MAL	(Check each item in appropriate column; enter "NE" if not evaluated.)	ABNOR- MAL
✓	18. HEAD, FACE, NECK AND SCALP	
✓	19. NOSE	
✓	20. SINUSES	
✓	21. MOUTH AND THROAT	
✓	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
✓	23. DRUMS (Perforation)	
✓	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
✓	25. OPHTHALMOSCOPIC	
✓	26. PUPILS (Equality and reaction)	
✓	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
✓	28. LUNGS AND CHEST (Include breasts)	
✓	29. HEART (Thrust, size, rhythm, sounds)	
✓	30. VASCULAR SYSTEM (Varicosities, etc.)	
✓	31. ABDOMEN AND VISCERA (Include hernia)	
✓	32. ANUS AND RECTUM (Hemorrhoids, fistula) (Prostate, if indicated)	
✓	33. ENDOCRINE SYSTEM	
✓	34. G-U SYSTEM	
✓	35. UPPER EXTREMITIES (Strength, range of motion)	
✓	36. FEET	
✓	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
✓	38. SPINE, OTHER MUSCULOSKELETAL	
✓	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
✓	40. SKIN, LYMPHATICS	
✓	41. NEUROLOGIC (Equilibrium tests under item 72)	
✓	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done)	
	<input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O - Restorable teeth
I - Nonrestorable teeth
X - Missing teeth
XXX - Replaced by dentures
(6 X 8) - Fixed bridge, brackets to include abutments

R	1	2	3	4	5	6	7	8		9	10	11	12	13	14	15	16	L
I																		E
G																		T
H																		
T																		
	X	(X	X)													
	32	31	30	29	28	27	26	25		24	23	22	21	20	19	18	17	F

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

DEFECTS AND DISEASES
No Dental Defects

-132

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY		1.029		46. CHEST X-RAY (Place, date, film number and result)	
B. ALBUMIN		Neg.		8-2-60 (14x17)	
C. SUGAR		Neg.		14713-60 Normal	
47. SEROLOGY (Specify test used and result)		48. EKG		49. BLOOD TYPE AND RH FACTOR	
Neg.		WNL		11	
				50. OTHER TESTS	
				3/1	

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 67		52. WEIGHT 157 1/2		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: <input type="checkbox"/> SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE				56. TEMPERATURE 98.6			
57. BLOOD PRESSURE (Arm at heart level)								58. PULSE (Arm at heart level)							
A. SITTING SYS. 108 DIAS. 70		B. RECUMBENT SYS. DIAS. 		C. STANDING (3 min.) SYS. DIAS. 		A. SITTING 64		B. AFTER EXERCISE		C. 2 MIN. AFTER		D. RECUMBENT		E. AFTER STANDING 3 MIN.	
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION							
RIGHT 20/ 20 CORR. TO 20/				BY S. OX				20-4 CORR. TO 1				BY			
LEFT 20/ 20 CORR. TO 20/				BY S. OX				20-6 CORR. TO				BY			
62. HETEROPHORIA (Specify distance)															
ES°		EX°		R. H.		L. H.		PRISM DIV.		PRISM CONV. CT		PC		PD	
63. ACCOMMODATION				64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)				UNCORRECTED			
RIGHT LEFT				AOC 1940 18-18								CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS TEST				69. INTRAOCULAR TENSION			
70. HEARING				71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV 15 /15 SV 15 /15				250 268 500 512 1000 1024 2000 2048 3000 2896 4000 4096 6000 6144 8000 8192											
LEFT WV /15 SV /15				RIGHT											
				LEFT											
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY															

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. A. PHYSICAL PROFILE					
						P U L H E S					
77. EXAMINEE (Check) A. <input checked="" type="checkbox"/> IS QUALIFIED FOR B. <input type="checkbox"/> IS NOT QUALIFIED FOR						B. PHYSICAL CATEGORY					
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER						A B C E					
79. NAME OR TITLE OF PHYSICIAN						SIGNATURE					

ACM

**Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner**

Name of Examinee MORRELL, DONALD C.
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. _____

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☐ Yes ☐ No

EM

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 126	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

L. Cooper
 (Signature of Medical Examiner)

8/2/60
 (Date)

Mr. McGuire

July 28, 1960

C. D. DeLoach

Reference is made to your memorandum to all Assistant Directors dated 7-22-60 regarding the designation of an Agent in Crime Records Division to act in a liaison capacity with a representative of the Files and Communications Division in matters relating to the proper indexing and processing of Bureau mail. I have designated SA D. C. Morrell, Section Chief, Correspondence and Tours Section, to act in this capacity.

1 - Personnel file of D. C. Morrell

CDD:mlw
(4)

ORIGINAL FILED

150
67-101-10000
10 AUG 2 1960

MEDICAL REPORTS

Personnel File of, MORRELL, DONALD CLARK

Personnel File No. 67-



38

3/rhs

1.5

d1h 528-63

CLINICAL RECORD		NARRATIVE SUMMARY	
DATE OF ADMISSION	DATE OF DISCHARGE	NUMBER OF DAYS HOSPITALIZED	
5-15-63	5-20-63		
(Sign and date at end of narrative)			

ADMISSION DIAGNOSIS: DEFLECTION NASAL SEPTUM #4050

DISCHARGE DIAGNOSES: DEVIATION NASAL SEPTUM #4050

SURGICAL OPERATIONS: Septectomy #120

SUMMARY:

This 44 year old Caucasian male, FBI Agent, was admitted to the ENT Service for elective surgical correction of a deviated nasal septum.

He had a history of a broken nose three times in the past. He has had difficulty breathing, especially at night over the past several years.

The remainder of his general health has been very good. He has no known allergies and the remainder of his past history and review of systems is noncontributory.

Physical examination was within normal limits, except for a deviated nasal septum to the right which almost completely occlude the right airway.

Routine laboratory work of a CBC, urinalysis, and chest x-ray were within normal limits.

Hospital course: On 5-16-63 a routine submucous resection was carried out under local anesthesia. The patient had a syncopal attack at the starting of the procedure. Due to the marked bony deflection in the nasal septum the nasal mucosa was torn in several places. It is felt that this patient may end up with a permanent perforation in the posterior part of the nasal septum. The patient had an uneventful postoperative course and is now felt to be fit for discharge to be followed in the out-patient clinic.

(Use additional sheets of this form (Standard Form 502) if more space is required)

cont'd (1)

SIGNATURE OF PHYSICIAN	DATE	IDENTIFICATION NO.	ORGANIZATION
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)		REGISTER NO. J-337666	WARD NO.

MORRELL, DONALD C.
FBI C M
U.S. NAVAL HOSPITAL, BETHESDA, MARYLAND

NARRATIVE SUMMARY
Standard Form 502
502-108

File

dlh 5-28-63

CLINICAL RECORD		NARRATIVE SUMMARY	
DATE OF ADMISSION 5-15-63	DATE OF DISCHARGE 5-20-63	NUMBER OF DAYS HOSPITALIZED	
(Sign and date at end of narrative)			

The patient was discharged to home on 20 May 1963.

W.C. Monell
W.C. MONELL
LT MC USN

APPROVED

G.W. Taylor

G.W. TAYLOR
CAPT MC USN
CHIEF OF ENT SERVICE

(Use additional sheets of this form (Standard Form 502) if more space is required)

finis (2)

SIGNATURE OF PHYSICIAN	DATE	IDENTIFICATION NO.	ORGANIZATION
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)		REGISTER NO. J-337666	WARD NO.

MORRELL, DONALD C.
FBI C M
U.S. NAVAL HOSPITAL, BETHESDA, MD.

NARRATIVE SUMMARY
Standard Form 502
502-108

2514

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME MORRELL DONALD C.		2. GRADE AND COMPONENT OR POSITION SA		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION ANNUAL EXAM		6. DATE OF EXAMINATION 8-2-60	
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT
12. DATE OF BIRTH 6-13-18		13. PLACE OF BIRTH BROOKLYN, N.Y.		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS			16. OTHER INFORMATION		
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists) Good. Some hemorrhoid trouble, Tiredness					

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:				
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)	
FATHER			CORONARY OCCLUSION	61			HAD TUBERCULOSIS		
MOTHER	69	GOOD					HAD SYPHILIS		
SPOUSE	41	GOOD					HAD DIABETES		
	46	GOOD					HAD CANCER		
BROTHERS							HAD KIDNEY TROUBLE		
AND							HAD HEART TROUBLE		
<u>SISTERS</u>							HAD STOMACH TROUBLE		
							HAD RHEUMATISM (Arthritis)		
CHILDREN		GOOD					HAD ASTHMA, HAY FEVER, HIVES		
		GOOD					HAD EPILEPSY (Fits)		
							COMMITTED SUICIDE		
							BEEN INSANE		

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)											
YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	<input checked="" type="checkbox"/>	SCARLET FEVER, ERYSIPELAS		<input checked="" type="checkbox"/>	GOITER		<input checked="" type="checkbox"/>	TUMOR, GROWTH, CYST, CANCER		<input checked="" type="checkbox"/>	"TRICK" OR LOCKED KNEE
<input checked="" type="checkbox"/>		DIPHTHERIA		<input checked="" type="checkbox"/>	TUBERCULOSIS		<input checked="" type="checkbox"/>	RUPTURE		<input checked="" type="checkbox"/>	FOOT TROUBLE
	<input checked="" type="checkbox"/>	RHEUMATIC FEVER		<input checked="" type="checkbox"/>	SOAKING SWEATS (Night sweats)		<input checked="" type="checkbox"/>	APPENDICITIS		<input checked="" type="checkbox"/>	NEURITIS
	<input checked="" type="checkbox"/>	SWOLLEN OR PAINFUL JOINTS		<input checked="" type="checkbox"/>	ASTHMA		<input checked="" type="checkbox"/>	PILES OR RECTAL DISEASE		<input checked="" type="checkbox"/>	PARALYSIS (Inc. infantile)
<input checked="" type="checkbox"/>		MUMPS		<input checked="" type="checkbox"/>	SHORTNESS OF BREATH		<input checked="" type="checkbox"/>	FREQUENT OR PAINFUL URINATION		<input checked="" type="checkbox"/>	EPILEPSY OR FITS
<input checked="" type="checkbox"/>		WHOOPING COUGH		<input checked="" type="checkbox"/>	PAIN OR PRESSURE IN CHEST		<input checked="" type="checkbox"/>	KIDNEY STONE OR BLOOD IN URINE		<input checked="" type="checkbox"/>	CAR, TRAIN, SEA, OR AIR SICKNESS
	<input checked="" type="checkbox"/>	FREQUENT OR SEVERE HEADACHE		<input checked="" type="checkbox"/>	CHRONIC COUGH		<input checked="" type="checkbox"/>	SUGAR OR ALBUMIN IN URINE		<input checked="" type="checkbox"/>	FREQUENT TROUBLE SLEEPING
	<input checked="" type="checkbox"/>	DIZZINESS OR FAINTING SPELLS		<input checked="" type="checkbox"/>	PALPITATION OR POUNDING HEART		<input checked="" type="checkbox"/>	BOILS		<input checked="" type="checkbox"/>	FREQUENT OR TERRIFYING NIGHTMARES
	<input checked="" type="checkbox"/>	EYE TROUBLE		<input checked="" type="checkbox"/>	HIGH OR LOW BLOOD PRESSURE		<input checked="" type="checkbox"/>	VENEREAL DISEASE		<input checked="" type="checkbox"/>	DEPRESSION OR EXCESSIVE WORRY
	<input checked="" type="checkbox"/>	EAR, NOSE OR THROAT TROUBLE		<input checked="" type="checkbox"/>	CRAMPS IN YOUR LEGS		<input checked="" type="checkbox"/>	RECENT GAIN OR LOSS OF WEIGHT		<input checked="" type="checkbox"/>	LOSS OF MEMORY OR AMNESIA
	<input checked="" type="checkbox"/>	RUNNING EARS		<input checked="" type="checkbox"/>	FREQUENT INDIGESTION		<input checked="" type="checkbox"/>	ARTHRITIS OR RHEUMATISM		<input checked="" type="checkbox"/>	BED WETTING
	<input checked="" type="checkbox"/>	CHRONIC OR FREQUENT COLDS		<input checked="" type="checkbox"/>	STOMACH, LIVER OR INTESTINAL TROUBLE		<input checked="" type="checkbox"/>	BONE, JOINT, OR OTHER DEFORMITY		<input checked="" type="checkbox"/>	NERVOUS TROUBLE OF ANY SORT
	<input checked="" type="checkbox"/>	SEVERE TOOTH OR GUM TROUBLE		<input checked="" type="checkbox"/>	GALL BLADDER TROUBLE OR GALL STONES		<input checked="" type="checkbox"/>	LAMENESS		<input checked="" type="checkbox"/>	ANY DRUG OR NARCOTIC HABIT
<input checked="" type="checkbox"/>		SINUSITIS as child		<input checked="" type="checkbox"/>	JAUNDICE		<input checked="" type="checkbox"/>	LOSS OF ARM, LEG, FINGER, OR TOE		<input checked="" type="checkbox"/>	EXCESSIVE DRINKING HABIT
	<input checked="" type="checkbox"/>	HAY FEVER		<input checked="" type="checkbox"/>	ANY REACTION TO SERUM, DRUG OR MEDICINE		<input checked="" type="checkbox"/>	PAINFUL OR "TRICK" SHOULDER OR ELBOW		<input checked="" type="checkbox"/>	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)		22. FEMALES ONLY: A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING:	
<input checked="" type="checkbox"/>	WORN GLASSES	<input checked="" type="checkbox"/>	ATTEMPTED SUICIDE	<input type="checkbox"/>	AGE AT ONSET OF MENSTRUATION
<input checked="" type="checkbox"/>	WORN AN ARTIFICIAL EYE	<input checked="" type="checkbox"/>	BEEN A SLEEP WALKER	<input type="checkbox"/>	INTERVAL BETWEEN PERIODS
<input checked="" type="checkbox"/>	WORN HEARING AIDS	<input checked="" type="checkbox"/>	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	<input type="checkbox"/>	DURATION OF PERIODS
<input checked="" type="checkbox"/>	STUTTERED OR STAMMERED	<input checked="" type="checkbox"/>	COUGHED UP BLOOD	<input type="checkbox"/>	DATE OF LAST PERIOD
<input checked="" type="checkbox"/>	WORN A BRACE OR BACK SUPPORT	<input checked="" type="checkbox"/>	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	<input type="checkbox"/>	QUANTITY: <input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS? same		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS 13 yrs		25. WHAT IS YOUR USUAL OCCUPATION? SA - FBI	
				26. ARE YOU (Check one) <input checked="" type="checkbox"/> RIGHT HANDED <input type="checkbox"/> LEFT HANDED	

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	<input checked="" type="checkbox"/>	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	<input checked="" type="checkbox"/>	B. INABILITY TO PERFORM CERTAIN MOTIONS
	<input checked="" type="checkbox"/>	C. INABILITY TO ASSUME CERTAIN POSITIONS
	<input checked="" type="checkbox"/>	D. OTHER MEDICAL REASONS (If yes, give reasons)
	<input checked="" type="checkbox"/>	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	<input checked="" type="checkbox"/>	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	<input checked="" type="checkbox"/>	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	<input checked="" type="checkbox"/>	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	<input checked="" type="checkbox"/>	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
	<input checked="" type="checkbox"/>	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	<input checked="" type="checkbox"/>	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	<input checked="" type="checkbox"/>	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	<input checked="" type="checkbox"/>	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	<input checked="" type="checkbox"/>	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

T + A age 5 yrs

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

DONALD CLARK MORRELL

SIGNATURE

Donald Clark Morrell

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

NUMBER OF ATTACHED SHEETS

CLINICAL RECORD

CONSULTATION SHEET

REQUEST

TO: EAR CLINIC FROM: (Requesting ward, unit, or activity) STAFF CLINIC DATE OF REQUEST 9-19-58

REASON FOR REQUEST (Complaints and findings)

This SA, FBI appeared this date for his annual physical examination and it was noted that he has never been afforded an audiogram. Please do audiogram for record purposes.

Thank you,

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE

APPROVED

PLACE OF CONSULTATION

☐ BEDSIDE

☐ ON CALL

☐ EMERGENCY

☐ ROUTINE

T. H. VOSHELL, JR., I.T. MC, USN

CONSULTATION REPORT

Normal Hearing
T.H. Vosshell Jr.

(Continued on reverse side)

SIGNATURE AND TITLE

DATE

IDENTIFICATION NO.

ORGANIZATION

PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)

REGISTER NO.

WARD NO.

MORRELL, DONALD CLARK

SPECIAL AGENT, FBI

CONSULTATION SHEET
Standard Form 513

HEARING RECORD
PRNC-NMNC-75

NAME MORRELL DONALD C. SA FBI AGE

AIR CONDUCTION

RIGHT								LEFT							
DATE	125	250	500	1000	2000	4000	8000	125	250	500	1000	2000	4000	8000	EXAMINER
9-19-58		0	0	0	0	0	10		0	0	0	0	0	0	DSZ

BONE CONDUCTION

RIGHT										LEFT									
DATE	WHITE NOISE		OPPOSITE EAR MASK AT										LOW TONE	EXAMINER					
	WHISPER	CONV	RINNE	SCHWABACK	WEBER	GELLE	CALORIC						EXAMINER						

SPEECH RECEPTION

DATE		SPOND.		OTHER	MIC.		REC.	DATE		SPOND.		OTHER	MIC.		REC.		
	RIGHT								RIGHT								
	LEFT								LEFT								
	FREE FIELD								FREE FIELD								
DATE		Pb.	AT	%	MIC.		REC.	EXAMINER	DATE		Pb.	AT	%	MIC.		REC.	EXAMINER
	RIGHT									RIGHT							
	LEFT									LEFT							
	FREE FIELD									FREE FIELD							

REMARKS

Tinnitus - none

Better ear (L)

ADG AIR

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: September 26, 1960

FROM : D. C. Morrell *DCM*

SUBJECT: SA DONALD C. MORRELL
Correspondence and Tours Section
Crime Records Division
ERRORS IN CORRESPONDENCE

Tolson _____
Mohr _____
Parsons _____
Belmont ☒ _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

During the week of September 19 through 23, 1960, I was charged with my 10th and 11th reviewing errors. In accordance with existing regulations, I should receive a letter of censure for failure to detect errors in correspondence reviewed and approved by me.

RECOMMENDATION:

Accordingly, it is recommended that I be censured for failure to detect errors in correspondence reviewed and approved by me.

1 - Mr. Cavanaugh

DCM:mid
(5) *mid*

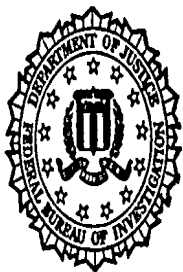
OK
9/27
9/27

Ltr of censure to Morrell
9/30/60 JSC: [unclear]

107- *133*
28

11/2/60

3/11/61



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Donald C. Morrell
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
Elizabeth H. Morrell	wife	9-7-60

Address
5516 Charlcote Road, Bethesda, Maryland

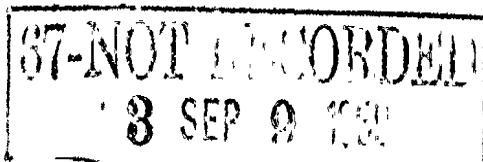
The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	Relationship	Date
Elizabeth H. Morrell	wife	9-7-60

Address
5516 Charlcote Road, Bethesda, Maryland

Very truly yours,

Donald C. Morrell
Special Agent



September 30, 1960

PERSONAL

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

It is noted that in the recent past you have failed to detect a number of errors in outgoing correspondence which you reviewed and approved. Your failure to discover these mistakes and have them corrected indicates a need for greater care on your part in reviewing official correspondence.

You should make every effort in the future to eliminate any errors in mail reviewed by you so that such correspondence may be completely accurate.

Very truly yours,

John Edgar Hoover
Director

- 1 - Mr. DeLoach (Personal Attention)
1 - Crime Records Division Personnel File

Based on memo D. C. Morrell to Mr. DeLoach 9-26-60 DCM:mid.

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

SEP 30 7 10 PM '60

134

January 3, 1961

0
Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

I want to commend you and, through you, personnel in the Correspondence and Tours Section for the superior manner in which you are handling your duties relative to the Bureau's present drive against the child molester.

An unusually large number of requests have been and are continuing to be received for copies of a poster used in this far-reaching program and they are being handled in a very prompt, efficient and courteous manner by you and your associates. You are rendering a real service to the country and to the Bureau and I am most appreciative of the capable work which all of you are doing.

Sincerely yours
L. EDGAR HOOVER

1 - Mr. DeLoach (Personal Attention)

1 - (Sent Direct)

CMT:rd
(10)
67-421042

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

OVER

JAN 4 9 32 AM '61
REC'D-READING ROOM
FBI

67-421042-135

b6
b7c

Donald C. Morrell

Copies prepared and attached for placing in the following files:



b6
b7C

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. DeLoach

DATE: December 29, 1960

FROM : M. A. Jones

SUBJECT: CHILD MOLESTER CASES

In the wake of the 7-year-old Michael Condetti sex assault and murder, we launched a publicity offensive against the child molester, highlighting the Bureau's coloring poster on this topic. By memorandum dated 11-18-60 a series of suggestions was proposed and these measures have been put into effect.

The public response and sweeping scope of this recent project has been beyond expectations. From September, 1956, when the poster was initially sent out, to November, 1960, the Bureau distributed nationally no less than 3 million copies upon request.

Following the present publicity program, in the month of December, 1960, so far we have sent out in answer to requests 1,200,000 copies more and we have not yet reached a peak in these requests, with a heavy volume of additional letters coming in daily. The following steps have been taken in this program this month:

(1) SAC Letter 60-55 B regarding the poster program, dated 11-29-60, has elicited considerable interest among the SACs and Agents in the field. (Exhibit 1)

(2) Material has been furnished to [redacted] "Reader's Digest" for a future article.

b6
b7C

(3) A press release furnished to United Press International and published 12-6-60 has attracted the attention of parents and citizens. Many newspapers featured this item in multi-column stories. (Exhibit 2)

(4) By-line articles by the Director concerning the child molester menace are being furnished for the official publications of the Wisconsin Chiefs of Police Association and for the Maryland Law Enforcement Officers Association and additional outlets in this field will be used.

Enclosures

(continued next page)

MAJ:jo

(3)

JAN 14 1961

52

67-12-17
 8 JAN 10 1961

Jones to DeLoach Memo
CHILD MOLESTER CASES

(5) A one-page statement and copy of the poster were sent to each of the approximately 500 television stations in the country and this technique has resulted in many requests for the poster. In addition, many stations are conducting coloring contests through TV children's programs. For example, Station WLOS-TV in Greenville, South Carolina, is having a contest for children in the six states covered by the station. (Exhibit 3)

(6) Distribution of 11,000 two-column newspaper mats to smaller newspapers across the country which are not equipped to run "plates" or use photographs.

(7) A special statement by the Director on this crime problem distributed to the Special Correspondents' List. This has proved to be the most successful outlet. The individuals on this list are generally executives, heads of concerns, or in important positions; and primarily they are Bureau supporters. Through efforts of persons on the Special Correspondents' List, the poster is being disseminated throughout entire school systems, such as in Baltimore, Phoenix, Indianapolis, Cincinnati and Tucson. (Exhibit 4)

OBSERVATIONS:

(1) The public relations and good will value of this program to the Bureau is immense. It is positive action by the FBI in crime prevention, has great human interest appeal in connection with the welfare of children, is a prime example of FBI cooperation with local law enforcement. These posters reaching the schools and homes of the Nation are amassing public confidence and gratitude for the Director and the FBI.

(2) The child molester is being spotlighted for what he really is--a vicious menace, and public attention to this fiend will crystallize the seriousness of his crime. It is felt that the Bureau's program will put an end to the "slap on the wrist" treatment of these vultures who prey on children.

(3) This program is enlisting the active and spirited cooperation of many television stations, individuals on the Special Correspondents' List, and of newspapers as well as citizens. It is believed that in future endeavors by the Bureau, similar support can be expected as a result of this project.

Jones to DeLoach memo
CHILD MOLESTER CASES

(4) In addition to the large volume requests for distribution of the poster to schools and children's groups, the number of individual requests from our own employees and from citizens for posters for their own children is surprisingly heavy.

RECOMMENDATION:

For information.

ADDENDUM: CDD:fml (12-27-60)

The original idea for this poster came from Special Agent Lawrence J. Heim of the Crime Research Section, and he was commended by the Director on September 26, 1956. The poster was run in the Law Enforcement Bulletin, and the September, 1956, and September, 1957, LEB editorials dealt with this subject.

Heim also initiated and formulated the present drive against the child molester. He prepared special statements used in the drive and directed distribution of the various items mentioned in this memorandum.

From a public relations standpoint and from the aspect of scope, this poster has probably resulted in the largest distribution of material, and has been the most far-reaching project of its type in the Bureau's entire history. Heim not only demonstrated great initiative and originality in connection with this poster in 1956, but he seized the initiative in connection with the current situation and has done a most outstanding job.

(See next page)

Jones to DeLoach memo (Addendum)
CHILD MOLESTER CASES

I desire to make the following recommendations:

(1) In view of the fine work of this Agent in connection with this matter, it is felt that SA Heim again be commended.

(2) The Mechanical Section under Special Agent Raymond C. Renneberger has, of course, prepared the posters and aided materially in their distribution. Clerks [redacted] and [redacted] of the Supply Section of the Administrative Division have been particularly valuable, and, of course, much credit goes to [redacted] of the Printing Unit of the Mechanical Section, which, of course, prepared the poster in huge quantity. It is recommended that SA Renneberger be commended and that the names of [redacted] and [redacted] be mentioned specifically.

(3) The Correspondence and Tours Section under Special Agent Donald C. Morrell has functioned magnificently in the handling of the large volume of requests for copies of this poster. It is felt that Special Agent Morrell should be commended in this connection, and that specific mention should be made in his letter of clerks [redacted] and [redacted] who handled the physical distribution of the posters, and [redacted] and Special Agent [redacted] who have functioned in an outstanding manner in the processing and handling of dictation concerning these numerous requests.

b6
b7c

December 12, 1960

PERSONAL

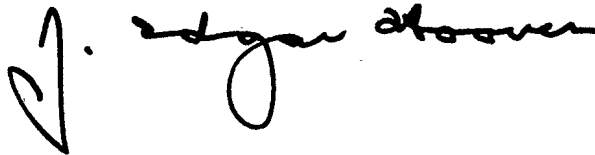
Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

I am indeed pleased to commend you for the outstanding attitude you exhibited in reporting for duty today despite the extremely hazardous travel conditions.

You demonstrated a most exemplary devotion to the work of the FBI in considering your services so essential that, in spite of an announcement that all Federal Government agencies would be closed, you reported for duty. I certainly appreciate your dedicated efforts and I want you to know I have instructed that a copy of this letter be placed in your personnel file.

Sincerely yours,



Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

Delivered 12-13-60.

MAIL ROOM ☐ TELETYPE UNIT ☐

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

12-7-60

I certify that I have received the following Government property for official use:

~~returned~~

KEY TO RM 4237 (2) ✓

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

8 DEC 9 1960

39

FILE

3-M

Ja

Very truly yours,

(Written
Signature)

Donald C. Morrell

(Typed
Signature)

Donald C. Morrell

November 4, 1960

[Redacted Address]

Washington 8, D. C.

Dear [Redacted Name]

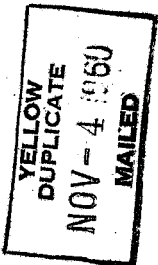
I have received your letter of October 29, 1960, and I want to express my appreciation for your thoughtfulness in writing concerning the recent appearance of Special Agent Donald C. Morrell before the Men of St. Columba.

Mr. Morrell enjoyed being with you on this occasion, and you may be sure that he shares my pleasure in your generous remarks. Please feel free to call on us whenever we can be of service to you.

Sincerely yours,

1 - SA Donald C. Morrell - Enclosure

① - Personnel file of SA Donald C. Morrell - Enclosure



NOTE: Bufiles contain no information identifiable with correspondent. SA Donald C. Morrell EOD 8-18-47, assigned Crime Records Division in GS-15. He spoke before the above group on October 19, 1960.

CJH:ldg
(6)

49

b6
b7c

WASHINGTON 25, D. C.

b6
b7C

October 29, 1960

The Honorable J. Edgar Hoover,
Director, Federal Bureau of Investigation,
Department of Justice,
Constitution Avenue and Tenth St., N.W.,
Washington 25, D.C.

My dear Director:

On behalf of the Men of St. Columba, an organization of St. Columba's Episcopal Church of this city, I wish to extend our sincerest appreciation for the fine talk given by Special Agent Donald C. Morrell at our meeting of October nineteenth.

Mr. Morrell's talk was well prepared, effectively presented and enthusiastically received. Our attendance was the largest in the six years of our existence which is evidence of the interest in your organization. His friendly approach and willingness to answer many and varied questions made a great impression on our membership and I can assure you that his presence at the meeting as our guest speaker only increased the great admiration and esteem which we hold for the Federal Bureau of Investigation.

Most sincerely yours,



RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

11/1/60

I certify that I have received the following Government property for official use:
~~returned~~

SOG INSPECTORS' MANUAL # 272

8-71
[Signature]

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written
Signature)

Donald C. Morrell

(Typed
Signature)

Donald C. Morrell

68

November 1, 1960

[Redacted]

b6
b7c

Washington 6, D. C.

Dear [Redacted]

It was most considerate of you to write on October 26 regarding the recent appearance of Special Agent Donald C. Morrell before the Men of Saint Columba.

I am, of course, pleased that his remarks were so well received, and you can be sure both he and I appreciate your kind comments and thoughtfulness in writing.

Sincerely yours,

1 - Mr. Morrell - Enclosure

① Personnel file of SA Donald C. Morrell - Enclosure

NOTE: Bufiles contain no derogatory information regarding [Redacted] SA George R. Fletcher who EOD 12-16-40 and is assigned Washington Field in GS-13. Mr. Morrell made this talk on 10-19-60.

68
AFH:cfn
(6)

TIMBER ENGINEERING COMPANY

1319 18th Street, N. W., WASHINGTON 6, D. C.

October 26, 1960

Mr. J. Edgar Hoover
Federal Bureau of Investigation
Washington 25, D. C.

Dear Mr. Hoover:

I wish to express my personal appreciation and that of the Men of Saint Columba at Saint Columba's Church for the pleasure of having Special Agent Donald C. Morrell speak to our group on October 19. Mr. Morrell's speech was very well planned and excellently delivered.

Your cooperation is very much appreciated.

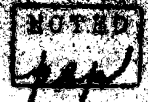
Yours very truly

TIMBER ENGINEERING COMPANY



RLF/lem-T

EXP. PROC.
OCT 27 1960

b6
b7C

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: March 8, 1961

FROM : C. D. DeLoach

SUBJECT: *X* CRIME RECORDS DIVISION
CORRESPONDENCE AND TOURS SECTION

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

I thought you would like to know that eight Special Agents assigned to the Correspondence and Tours Section have put in a total of 140 hours 37 minutes of voluntary overtime during the past week. This was necessary due to the heavy increase in mail.

As you know, our mail jumped approximately 30% as a result of vicious rumors regarding difficulties the Director might have with the Attorney General and the possibility of the Director's retirement. The tremendous increase, of course, reflects the great prestige which the Director has in the minds of the American public.

We had 710 dictated letters last week. This is an all-time high in the history of the FBI.

ACTION:

It is suggested that consideration be given to a letter of commendation for Section Chief D. C. Morrell and, through him, the eight men of his Section who have shown such loyal devotion in handling their work. The letter should not only include the Agent personnel but also the clerical personnel who put in considerable overtime in assisting the Agents in handling this volume of work.

1 - Mr. Callahan

CDD:sak
(3)

Done
3-10-61
App

*De/8**1/13/61*

67-121-136	136
MAR 21 1961	

1 XEROX
 MAR 21 1961
Ype 55

3-af

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3-15-61

I certify that I have received the following Government property for official use:

~~returned~~

Key to Room B 634 ✓ ✓

approval attached

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed.

DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67-1101-150000
MAR 15 1961

Very truly yours,

PER *[Signature]*

(Written
Signature)

(Typed
Signature)

DONALD C. MORRELL

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: 3-13-61

FROM : D. C. Morrell *Dem/Bar*

Tolson	_____
Parsons	_____
Mohr	_____
Belmont	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Tavel	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

SUBJECT: SUPPLIES, REPAIRS AND MAINTENANCE
RESEARCH (CORRESPONDENCE AND TOURS) (804)

Morrell, 10/1/1 C.

It is requested that the Correspondence and Tours
Section be furnished with an extra key to Room B634. Please
contact in Room 4237 when the key is available.

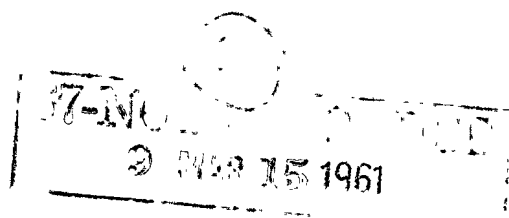
b6
b7C

RECOMMENDATION:

That this memorandum be forwarded to the Administrative
Division for appropriate action.

Issued to Donald C. Morrell
3-15-61
AK

mc
on 3/14



File
3/14

DRE
DRE:mb (3)

FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT MORRELL, DONALD C.
 Current thru 1957-Prev. Rec. Sent Pers. Files.

3

FD-40
 3-25-47

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD		QUALI- FIED
SOG									278	
"									262	3-58
"		96	98	100	✓	94	✓	DT.		3-58.
"		94	92	11		98	DT	✓		22/58
"		98	97	100		94				7/58
"		100	97	17		96				10/58
"									271	14/58
"									277	12/58
"	1-59								245	
"	3-11								248	
"	4-23	84	94	100			✓	DT.		
"	6/14/59	98	99	19				D.T. ✓		
SOG	7-29	96	89	80				DT		
"	10-59	92	97	17	87	98		DT/BA		
SOG	10-20								277	
"	12-8								261	
"	1-26								275	
"	3-30								264	
"	4-25	94	96	#3 80			✓	DT's		
"	7-13	94	96	#2 17				✓		DT's
"	8-30	94	96	#13 60				DT		5
"	11-10	94	88	16				DT		
"	9-28								272	
"	12-14								281	

APR 23 1961

File 2 8

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: February 10, 1961

FROM : D. C. Morrell *DCM*SUBJECT: AGENTS' WEIGHT IN CORRESPONDENCE
AND TOURS SECTION

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 DeLoach _____
 Conrad _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Trotter _____
 Evans _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

On the following dates Agents of the Correspondence
and Tours Section were officially weighed and found to be within
desirable weight limits for their heights and frames:

Hobson H. Adcock	2-6-61
Boyd D. Adsit	2-9-61
[REDACTED]	1-27-61
[REDACTED]	2-7-61
[REDACTED]	2-9-61
Alfred F. Helleberg	2-8-61
Donald C. Morrell	1-31-61
[REDACTED]	1-27-61
John W. O'Beirne	2-10-61
William H. Stapleton	1-31-61

RECOMMENDATION:

None. For record purposes.

DCM:mlw

(3) *new*

REC-136

67-447115-100	
Searched _____	Numbered _____
1 FEB 14 1961	

9 XEROX
FEB 21 1961

3
Wick

March 10, 1961

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

I am especially pleased to commend you and, through you, the personnel in the Correspondence and Tours Section for the excellent job done during the past week in handling a heavy increase in mail.

You and your associates have demonstrated a sincere devotion to duty in handling the tremendous volume of work in the section. This is clearly reflected in the complete disregard for personal convenience exhibited by all in working many hours of overtime. I want you to know I appreciate your efforts and I want you to convey my thanks to those who assisted for their contributions efforts.

Sincerely yours,

J. Edgar Hoover

1 - Mr. DeLoach (Personal Attention)

1 - (Sent Direct)

AFH
(37)

Tolson _____
Parsons _____
Mohr _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

Mar 11 3 32 PM '61

Mar 11 3 35 PM '61

b6
b7C

OVER

Donald C. Morrell

Copies prepared and attached for placing in the following files:

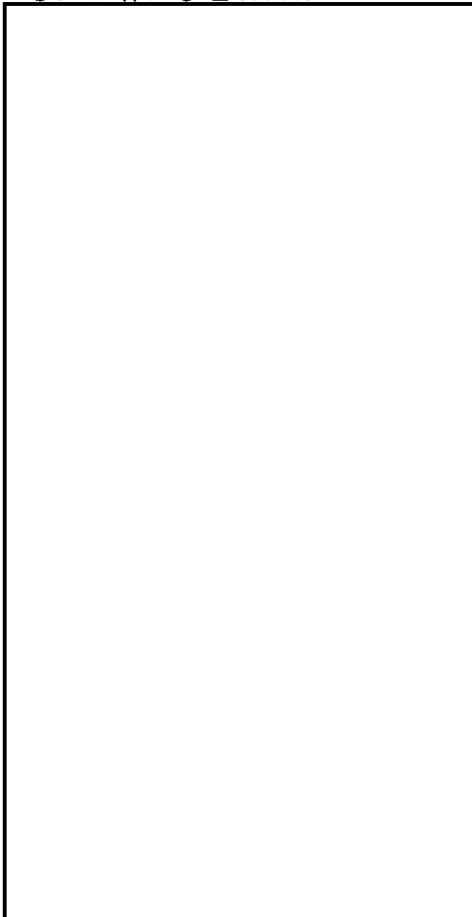
Hobson H. Adcock

Boyd D. Adsit



b6
b7C

John W. O'Beirne



UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: March 16, 1961

FROM : C. D. DeLoach

SUBJECT: LETTER FROM [REDACTED]
 NATIONAL COUNCIL, PROTESTANT EPISCOPAL CHURCH
 ENCLOSING BOOKLET ENTITLED "CAPITAL PUNISHMENT"

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

Mr. Tolson has requested an explanation for the initial handling of captioned correspondence.

A letter dated 3-8-61 from the captioned individual was received in the Files and Communications Division of the Bureau on 3-9-61 and routed directly to the nonspecial unit of the Correspondence and Tours Section. In this manner it neither came through the Director's Office nor to the attention of Section Chief Morrell. The Correspondence and Tours Section has been handling a tremendously increased volume of work in the past two weeks and in the nonspecial unit, despite considerable night work, has been having a small number of delinquencies (mail over three days) which were properly reported. To help alleviate the situation, the Crime Research Section loaned Number One Man L. J. Heim to Correspondence to help review some of the mail. This released SAs B. D. Adsit and H. H. Adcock for full dictating duties and they helped out the nonspecial dictators to handle some of the pending work. In addition, Editorial Research Clerk [REDACTED] GS-6, also handled a few of what appeared to be routine replies. One was the item in question.

A letter was prepared by [REDACTED] giving a short acknowledgment of the receipt of the pamphlet. On the note he pointed out that the booklet had been given a cursory examination and set forth the booklet's whole purpose was to set forth various views and opinions for the abolition of capital punishment, using the Bible as the primary source. The note also pointed out that correspondent did not request the Director's opinion but only that he study the document. The yellow was specifically marked for routing to the Research Unit of Crime Research Section, which Unit prepares summary memoranda and has an accumulation of data on the subject of capital punishment. At this stage a full explanatory analysis and memorandum was to be made. The letter was approved for the Section by SA Heim, for the Division by SA Leinbaugh.

REC-149

61-111-137

3. CM

I have analyzed this situation. Inasmuch as this letter was originally misdirected to the nonspecial correspondence desk and arrived on 3-9-61, two alternatives existed to handle the outgoing letter under date of 3-15-61 with a

Enclosure
 CDD:mid

3-15-61
 MAR 29 1961
 YP

XEROX
 APR 5 1961
 YP

[REDACTED]

Censure to Morrell, Leinbaugh,
 3-20-61
 T.H. [REDACTED]

Memorandum to Mr. Mohr

Re: Letter from [redacted]

b6
b7C

cursory examination of the pamphlet and then do a full and complete examination of the pamphlet or to take additional time, fully analyze the pamphlet and prepare memorandum at this time. The former course was taken, that is, it was decided to get the letter out with a simple acknowledgment and then have the review made. We were fully aware of the importance of an analysis and of the possibility of a pending press release by the ministers, who, per se, are against capital punishment.

At this time it is now felt that the latter alternative would be preferable, particularly since it was not known whether the press release was to be immediate or not. Accordingly, the analysis has now been done.

An analysis of the booklet reflects that it was prepared by [redacted] concerning whom Bureau files contain no identifiable information. The Episcopal Church, in its General Convention in October, 1958, adopted a resolution opposing capital punishment. The booklet lists the arguments for capital punishment as: 1) deterrent to crime; 2) to prevent recurrences; 3) to save "decent" citizens tax money. It uses the usual arguments against these propositions, claiming the right to take another's life is God's not man's, that God will forgive no matter how grave the sin. The pamphlet denies the deterrent effect of capital punishment and cites statistics to show that statistics do not prove there is a deterrent effect to capital punishment. It also claims mentally incompetent individuals and those who commit homicide in times of passion cannot be deterred by fear of execution. It feels that man should not be required to make final judgment upon fellow man and suggests that the church's mission is to agitate against capital punishment. Part of the Director's statement from the 6-1-60 Law Enforcement Bulletin Introduction is quoted, stating it is "an assertion which can neither be supported nor adequately contradicted" and that with the stature of the Director his unsupported assertion is devastating against a more enlightened penology and in the eyes of politically minded legislators outweighs all the careful statistical studies that have been made of the question and the only compelling rebuttal is an aroused and enlightened public.

RECOMMENDATIONS:

This was definitely an error in judgment upon the part of all concerned. Accordingly, it is recommended:

1. The attached acknowledgment be approved which merely acknowledges receipt of the pamphlet, that the contents have been carefully noted, that Director's views are a matter of public record, and sends a copy of the Director's remarks.

Memorandum to Mr. Mohr

Re: Letter from [redacted]

b6
b7C

(We feel he should have full benefit of Director's remarks. They quote Director's remarks as included in the "Michigan Christian Advocate;" they are obviously not in possession of the full text.)

2. It is also recommended that [redacted] be censured for his inadequate handling of this correspondence and that SAs Heim and Leinbaugh be censured for having approved it.

3. Section Chief Donald C. Morrell should be censured for his over-all responsibility in this matter.

4. It is also recommended that I be censured for this failure of the Crime Records Division to properly handle this matter.

I have
seriously cautioned
Hyde who cleared
letter.
DDG. V

no
4
8/16
3/14
this is a real
analogy.
2
OK.
D.H.

March 20, 1961

PERSONAL

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

A proposed reply prepared by one of your subordinates to a letter dated March 8, 1961, enclosing a booklet relating to capital punishment was entirely inadequate and as Chief of the Correspondence and Tours Section you share in the responsibility for this delinquency. There had been a failure to properly analyze the incoming communication and take appropriate action concerning it. There was no acceptable excuse for this situation.

Accordingly, you will be expected to firmly impress upon your subordinates the need for the utmost thoroughness and good judgment in processing such communications so that there will be no further occasion to bring a weakness of this type to your attention.

Very truly yours,

J. Edgar Hoover.

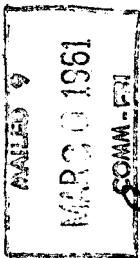
John Edgar Hoover
Director

1 - Crime Records Division
Personnel File

1 - Mr. DeLoach (Personal Attention)

Based on DeLoach to Mohr memo 3-16-61 CDD:mid.

MAIL ROOM ☐ TELETYPE UNIT ☐



Tolson _____
Parsons _____
Mohr _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
C. Sullivan _____
e. Room _____

MAR 20 7 24 PM '61
REC'D READING ROOM

53

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Name: DONALD C. MORRELL

Title: SPECIAL AGENT

EOD: 8-18-47

Grade: GS-15, \$13730

VETERAN

NOT ON PROBATION

ASSISTANT DIRECTOR C. D. DE LOACH:

Mr. Morrell was assigned to the Crime Records Division in the capacity of Section Chief, Correspondence and Tours Section, as of March 14, 1960. He rapidly assumed knowledge regarding his responsibilities and has performed in an above-average manner since taking over his duties as Section Chief. He makes an excellent appearance, is conscientious, eager to learn and entirely amenable to discipline. This man is a "bulldog" in his tenacity to handle his responsibilities in the best interests of the FBI. He is obviously intelligent, alert and a person who inspires enthusiasm in the personnel who work for him. He has a good capacity for rapidly grasping problems and arriving at sound conclusions. He is completely available wherever needed and is definitely an asset in his position as Section Chief. During the current rating period and since assuming his duties as Section Chief of the Correspondence and Tours Section of this Division he has received two letters of commendation and one letter of censure.

Rating: Excellent

INSPECTOR ROY K. MOORE
(HEC:meh, 3/17/61)

Inspector concurs in comments
of Mr. DeLoach.

The current inspection revealed that under Mr. Morrell's leadership the Correspondence and Tours Section is operating with decreased delinquency in spite of increased volume. This is a section where all employees work under extreme pressure and are highly vulnerable to censure. Nevertheless, morale, in the section, was found to be very good in spite of overcrowded conditions. The Inspector feels that these findings speak well for the leadership which Morrell has afforded since becoming Section Chief. Morrell's weight

CRIME RECORDS DIVISION INSPECTION
3-9-61
CDD:sak

(continued on next page)

67-NOT RECORDED
MAR 22 1961

55

[Handwritten signature]
[Handwritten initials]

is within desirable limits and he is interested in and/^{completely}available for administrative advancement. In view of the capability with which Morrell has handled his present job, many times under difficult circumstances, Inspector feels that he is capable of assuming additional responsibility. I would rate his potential for advancement as excellent.

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach *js*

DATE: April 6, 1961

FROM : D. C. Morrell *DM*

SUBJECT: SA DONALD C. MORRELL
 CORRESPONDENCE AND TOURS SECTION
 CRIME RECORDS DIVISION
 ERRORS IN CORRESPONDENCE

Tolson *✓*
 Parsons *✓*
 Mohr *✓*
 Belmont *✓*
 Callahan *✓*
 Conrad *✓*
 DeLoach *✓*
 Evans *✓*
 Malone *✓*
 Rosen *✓*
 Tavel *✓*
 Trotter *✓*
 W.C. Sullivan *✓*
 Tele. Room *✓*
 Ingram *✓*
 Gandy *✓*

I have been charged with my tenth and eleventh reviewing errors in the past error period. In accordance with existing regulations, I should receive a letter of censure for failure to detect errors in correspondence reviewed and approved by me.

RECOMMENDATION:

Accordingly, it is recommended that I be censured for failure to detect errors in correspondence reviewed and approved by me.

1 - Mr. Cavanaugh

1 -

bew

(5) *new*

*Let of Censure
 to Morrell 4-10-61
 SIC: Lbm*

REC-140

67-44161-138
 1-17
 1-17

b6
 b7C

3/11C

April 10, 1961

PERSONAL

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

In the recent past you have failed on a number of occasions to detect errors in outgoing correspondence which you reviewed and approved. It is apparent that you have not been exercising sufficient care in this phase of your duties.

Accordingly, you should make a greater effort in the future to discover any mistakes in outgoing mail which you review so that appropriate action may be taken to correct them.

HC HC:dbm

(5)

1 - Crime Records Division
Personnel File

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

1 - Mr. DeLoach (Personal Attention)

MAILED 81

APR 10 1961

COMM-FBI

Based on memo D. C. Morrell to Mr. DeLoach 4-6-61 bew.

Len

Tolson _____
Parsons _____
Mohr _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐

TELETYPE UNIT ☐

APR 10 9 42 AM '61
REC'D-READING ROOM
FBI
APR 19 11 01 AM '61
REC'D-RECORDS

April 12, 1961

PERSONAL

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

I am especially pleased to commend you for the highly effective manner in which you discharged your responsibilities with regard to accommodating the vast numbers of people who appeared at the Bureau during Easter week to tour our facilities.

You demonstrated excellent ability and leadership in making plans well in advance for this peak period. I know this was a tremendous undertaking and you should certainly be proud of the success achieved. I want you to know I appreciate your valuable services.

MAILED 31

APR 12 1961

COMM-FBI

67-421,042-139
Sincerely yours,

J. Edgar Hoover

1 - Mr. DeLoach (Personal Attention)

1 - (Sent Direct)

AFH
(5)

Tolson _____
Parsons _____
Mohr _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

APR 17 2 42 PM '61
REC'D-READING ROOM
FBI

b6
b7c

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Mohr

DATE: April 10, 1961

FROM : C. D. DeLoach

SUBJECT: FBI TOURS
 EASTER WEEK, 1961

Easter Week just passed has been the heaviest with respect to Bureau tours in a number of years. The Cherry Blossom Festival which occurred during this peak period swelled the numbers of people wanting to see the FBI to even greater proportions. Our picture for this period looked like this:

Good Friday, March 31	3,725
April 3	3,818
April 4	4,550
April 5	4,467
April 6	4,445
April 7	4,127
Total	25,132

The successful manner in which these huge numbers of people were accommodated is directly attributable to the splendid teamwork, close co-ordination, extra effort and complete cooperation of all those concerned with seeing to it that our guests were properly taken care of. Kemper in my front office is directly responsible to me for the tour program. During Easter Week he made constant checks of our situation and lent his experience and steadying influence in the solution of 'on-the-spot' problems which cropped up. Morrell and Stapleton of the Correspondence and Tours Section by proper planning well in advance of this peak period had our forces geared for maximum operation. They also gave our tour situation their close personal attention and supervision which contributed materially to our successful operation.

The members of the Tour Unit, [redacted] contributed much to our accomplishments during Easter Week by putting in extra time, shortening their lunch periods, and by patiently and politely processing the innumerable requests and great demands on our tour facilities. In the final analysis, however, it was the young men on the firing line, so to speak, who got this job done. I feel they did outstanding work even under the crowded and adverse conditions of this past week. More especially, they did it smilingly and willingly and all pitched in to insure that the Bureau's guests were given the type of cordial hospitality with which our tour activities have become synonymous.

1 - Mr. Callahan

CDD:gcb

(5)

REC-132

REC-132

(See recommendations next page)

b6
 b7C

Mr. Mohr from C. D. DeLoach

RECOMMENDATIONS:

1. That individual letters of commendation for our tour accomplishments during the past Easter Week be sent to Special Agents³ Edward C. Kemper, Jr.; Donald C. Morrell and William H. Stapleton. Copies of the commendatory letter addressed to Stapleton to be designated for the personnel files of all clerical tour leaders who participated in this program during Easter Week. (Names of personnel are attached.)

*Done 4-15-61
aft*

2. That Tour Leader Supervisors [redacted] and Dewey L. Rinaca; and Clerk-Typist [redacted] of the Tour Unit receive individual letters from the Director for their commendable efforts during this same period.

b6
b7C

*Done 4-12-61 I Agree -
aft. B4/10*

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. DeLoach

DATE: March 29, 1961

FROM : D. C. Morrell *DM*
 SUBJECT: CORRESPONDENCE TO [REDACTED]
 "PATERSON (N.J.) EVENING NEWS"

Mr. Mohr has asked for an explanation regarding the handling of a letter dated 3-24-61 to [REDACTED] concerning an editorial when a previous letter under date of 3-23-61 had been sent to [REDACTED] concerning this editorial and two other articles. The second letter was detected in Mr. Tolson's Office and it did not leave the Bureau.

Over recent weeks this Section has been handling tremendously increased volume of correspondence, well over 700 dictated letters a week, necessitating the request for additional personnel. In order to process this mass of letters during the week of 3-20-61, virtually every supervisor in the Crime Records Division pitched in voluntarily to help. A group of several clippings was sent to the Bureau by [REDACTED] of the "Paterson Evening News," and SA B. D. Adsit reviewed it and assigned it for dictation. Supervisors of the Crime Research Section took some of our mail to handle and this particular item was sent to SA [REDACTED]. The second item was a clipping of the same editorial submitted by the Newark Field Office. This was reviewed by SA [REDACTED] and assigned by him for dictation. Normally one person reviews this type of mail but in this instance [REDACTED] was absent for a period and Mr. Adsit acted in his place. We frequently receive more than one copy of an editorial and our safeguard against duplication is to have the correspondence clerk pull the editorial tickler file, sending it to the dictator for review. The dictator attaches the editorial ticklers to the reply and they go along with the letter until it clears the Section. The tickler of the reply is affixed to the top of the editorial ticklers. If another editorial is received, the correspondence clerk is alerted by the fact the editorial ticklers are charged out. This is designed to prevent duplicate acknowledgment of the same editorial. When SA [REDACTED] prepared his reply he had the editorial ticklers; however, he returned the ticklers to file before his reply cleared. When SA C. E. Moore acknowledged the second item the correspondence clerk pulled the editorial ticklers and there was no indication that anyone else was handling correspondence to this newspaper.

Normally our controls would prevent a duplication and this is known by all the people in our Section. [REDACTED] being in another Section and not familiar with correspondence matters, did not know of our procedures. To prevent any recurrence of this situation we have further tightened our controls, which should prevent duplication irrespective of the volume and personnel involved. We now insist that the editorial

1 - Personnel file of SA [REDACTED]

REC-149

67-

-140

DCM:mid

(4)

*Ltr of closure to
 Morrell
 3/31/61 JCM*

3/31/61 JCM

Memorandum to Mr. DeLoach

Re: Correspondence to [REDACTED]

b6
b7c

tickler file be placed with the incoming editorial before assignment. This is done by the mail clerk upon receipt of the editorial in the mail rack of the Section. The editorial ticklers are charged out and a card placed in the filing section to this effect. The editorial tickler file will accompany the letter throughout its processing until it leaves the Section. Should any subsequent editorial come in, the mail clerk will go to get the editorial ticklers and find they are charged out and immediately bring this fact to the attention of the Agent assigning correspondence for dictation. We will then be able to match up any such editorials.

This incident took place during a record-making volume of mail, over 750 dictated letters were handled. The letters cleared through the Crime Research Section, being initialed by Section Chief M. A. Jones since both letters were prepared by his supervisors. They were initialed for the Division by Inspector R. E. Wick. Without the assistance of supervisors of the Crime Research Section we could not have cleared the volume of mail we had. I regret that this duplication occurred, but since it did I must accept the responsibility.

RECOMMENDATIONS:

1. It is recommended that I be censured inasmuch as this duplication occurred.

✓

2. It is recommended that reviewing errors be charged against SA Jones and Inspector Wick.

✓

3. That a copy of this memorandum be placed in the personnel file of SA [REDACTED]

gpc

DFM. 12/29

REC-149
✓ 10

March 31, 1961

PERSONAL

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

Careful consideration has been given to your explanation for the mishandling of correspondence to [redacted] of Paterson, New Jersey, and it is obvious that your administration of the Correspondence and Tours Section has been deficient. As a result, duplicate letters to [redacted] would have been sent if this duplication had not been discovered after the mail had left your division.

In view of the above, you should insure that closer supervision is afforded the work in your section so that such potentially embarrassing errors will not occur in the future.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

Mr. DeLoach (Personal Attention)

1 - Crime Records Division Personnel File

Based on memo D. C. Morrell to Mr. DeLoach 3-29-61 DCM:mid.

Tolson _____
Parsons _____
Mohr _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM [] TELETYPE UNIT []

b6
b7c

MAR 31 2 58 PM '61

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Milton
per

Name of Employee: DONALD C. MORRELL

Where Assigned: Crime Records Division Correspondence and Tours Section
(Division) (Section, Unit)

Official Position Title: Special Agent - Chief, Correspondence and Tours

Rating Period: from 4/1/60 to 3/31/61

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

Dem

Rated by: C. D. DeLoach Assistant Director 5414
Signature Title Date

Reviewed by: C. D. DeLoach Assistant Director MAY 1 1961
Signature Title Date

Rating Approved by: [Signature] Assistant Director MAY 8 1961
Signature Title Date

TYPE OF REPORT

(x) Official
(x) Annual

() Administrative
() 60-Day
() 90-Day
() Transfer
() Separation from Service
() Special

31
8 MAY 9 1961

141

1301

Dem

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

101 3174

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Donald C. Morrell Title Special Agent
 Rating Period: from 4/1/60 to 3/31/61

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:
+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - Any element rated "Unsatisfactory" must be supported by narrative comments.
 - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- | | |
|---|---|
| <u>+</u> (1) Personal appearance. | <u>E</u> (17) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>O</u> (18) Development of informants and sources of information. |
| <u>E</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>+</u> (19) Reporting ability: <ul style="list-style-type: none"> <u>O</u> (a) Investigative reports <u>O</u> (b) Summary reports <u>+</u> (c) Memos, letters, wires
(Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.) |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>O</u> (20) Performance as a witness. |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>+</u> (21) Executive ability: <ul style="list-style-type: none"> <u>+</u> (a) Leadership <u>+</u> (b) Ability to handle personnel <u>+</u> (c) Planning <u>+</u> (d) Making decisions <u>+</u> (e) Assignment of work <u>+</u> (f) Training subordinates <u>+</u> (g) Devising procedures <u>+</u> (h) Emotional stability <u>+</u> (i) Promoting high morale <u>+</u> (j) Getting results |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>O</u> (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <u>+</u> (a) As leader <u>+</u> (b) As participant |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives. | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>+</u> (24) Ability to work under pressure. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>+</u> (25) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> Dictation ability _____ |
| <u>E</u> (10) Accuracy and attention to pertinent detail. | |
| <u>+</u> (11) Industry, including energetic, consistent application to duties. | |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application. | |
| <u>O</u> (14) Technical or mechanical skills. | |
| <u>O</u> (15) Investigative ability and results: <ul style="list-style-type: none"> <u>+</u> (a) Internal security cases <u>+</u> (b) Criminal or general investigative cases <u>+</u> (c) Fugitive cases <u>+</u> (d) Applicant cases <u>+</u> (e) Accounting cases | |
| <u>O</u> (16) Physical surveillance ability. | |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Section Chief - Correspondence and Tours Section

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk Man - Lecturer

- C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? no 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? no (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT EMPLOYEE'S INITIALS DCM
 Outstanding, Excellent, Satisfactory, Unsatisfactory

April 17, 1961

DONALD C. MORRELL

Special Agent
Correspondence and Tours Section
Crime Records Division

PART I GENERAL COMMENTS:

This Section Chief makes an outstanding personal appearance and has a pleasant personality. He is aggressive, loyal and completely amenable to discipline.

Mr. Morrell is very conscientious and eager to please. He has a "bulldog" tenacity to conform to proper policy. Despite the number of letters of censure received by personnel under his supervision, I feel he has made excellent progress considering the terrific pick-up in the volume of correspondence during the past year.

Mr. Morrell is obviously well read and he is alert. He inspires enthusiasm in the personnel who work for him by setting an above-average pace himself. This man has an excellent capacity for rapidly analyzing problems and arriving at sound conclusions, although his memoranda explaining deficiencies are sometimes lengthy.

This Section Chief is rapidly developing into a very valuable employee. He has had a most difficult problem to overcome inasmuch as correspondence has picked up over 30 per cent within the past six months and we are currently receiving requests for fourteen times more literature than before. He has found it necessary to streamline, to consistently adopt new tactics and to "plug" harder than ever in view of these problems. He has done this in an admirable fashion and his performance is definitely considered to be excellent thus far. During the rating period this Section Chief has received four letters of commendation from the Director, while receiving ~~one~~^{three} letters of censure despite the fact he is far more vulnerable, due to the nature of his work, than other Section Chiefs in the Bureau.

OCM

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

N. A.

2. Experience and Ability as Inspector's Aide

Mr. Morrell is a qualified Inspector's Aide but was not given any inspection assignments during the rating period because of the absolute necessity to keep him at his desk.

3. Participation in Informant Programs

N. A.

4. Testifying Experience and Ability

This man has had no opportunity to testify during the rating period, but he has had the opportunity to testify in the past and performed in an above-average manner.

5. Disciplinary Action

As stated in Part I, this Agent received ^{Three} ~~two~~ letters of censure during the rating period.

6. Accounting Information

N. A.

7. Police Instruction

N. A. However, this Agent has a definite asset as a lecturer and can be used in this category at any time.

8. Sound Training

N. A.

9. Resident Agents

N. A.

10. Foreign Language Ability

N. A.

OCM

11. Administrative Advancement

(a) Is Agent interested in administrative advancement?

Yes.

(b) Is Agent completely available for administrative advancement?

Yes.

(c) Is Agent considered completely qualified at present for administrative advancement including experience, ability, personality and appearance?

Yes.

(d) His qualifications are considered very good _____, excellent X, outstanding _____.

(e) Does Agent have potential for future administrative advancement?

Yes.

Dem

May 18, 1961

PERSONAL

MAY 19 4 35 PM '61

REC'D-READING ROOM
F B I

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Morrell:

Under date of March 31, 1961, you prepared an Annual Performance Rating Report on a Special Agent under your supervision and you gave him an over-all rating of Excellent although he had received five letters of censure during the period covered by this report. Your evaluation of the performance of this employee was clearly unjustified and your explanation for it is unacceptable.

In the future, you will be expected to demonstrate better judgment in matters of this nature and to insure that you are not again chargeable with such an error of judgment.

MAILED 6

MAY 18 1961

COMM-FBI

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

JIC:pmg
(5)

1 - Mr. DeLoach (Personal Attention)

1 - Crime Records Division Personnel File

Based on memo N. P. Callahan to Mr. Mohr 5-16-61 NPC:med.

Tolson _____
Parsons _____
Mohr _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
gram _____
Indy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

June 7, 1961

PERSONAL

Mr. Donald C. Morrell
Federal Bureau of Investigation
Washington, D. C.

JUN 7 3 39 PM '61
FBI
READING ROOM

Dear Mr. Morrell:

It has been noted that although you reviewed and approved a proposed outgoing letter dated June 1, 1961, directed to [redacted] at Wallisville, Texas, you did not discover delinquencies that appeared in this item of correspondence. Material extraneous to the subject matter of the correspondence was being forwarded to [redacted] through error and, in addition, one of the enclosures had not been properly identified on the file copy of the outgoing letter.

b6
b7c

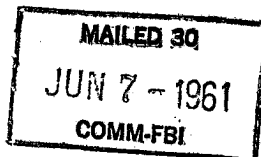
It was your responsibility to detect such deficiencies and in the future you should give more careful attention to the review of Bureau correspondence so that there will be no basis for similar criticism.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

TJN:pm
(5)



1 - Mr. DeLoach (Personal Attention)

1 - Crime Records Division Personnel File

Based on memo D. C. Morrell to Mr. DeLoach 6-2-61 DCM:mlw.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Room _____

MAIL ROOM ☐ TELETYPE UNIT ☐

3-492 (10-13-60)

Name

Donald C. Morrell

Height

Weight

161 lbs.

Frame

Health Service

Date

5/29/61

Initials

(old)

*No action
necessary
within limits
6/2/61*

67-NOV RECORDED
8 JUN 2 1961

3/10/61

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

5-24-61

I certify that I have received the following Government property for official use:

~~/returned/~~

Key to locks on window gratings in B-634 ✓

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE

3-M

PER

ma

Very truly yours,

(Written
Signature)

Donald C. Morrell

(Typed
Signature)

Donald C. Morrell

67-NOT RECORDED
MAY 29 1961

UNITED STATES GOVERNMENT

Memorandum

TO : MR. MOHR

DATE: May 16, 1961

FROM : N. P. CALLAHAN

SUBJECT: SA JAMES M. MURPHY
Correspondence and Tours Section
EOD 1-22-51; GS-13, \$10,635 per annum
Veteran; Not on Probation

Tolson _____
Parsons _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

McDaniel

Mr. Tolson has requested an explanation for the adjective rating of Excellent accorded this agent on his 1961 annual performance rating since during the rating period he received five letters of censure for errors in work prepared by him. Attached is a memorandum of explanation from Unit Supervisor D. C. Morrell who prepared Murphy's rating to which is attached an addendum by Agent Supervisor Norman E. McDaniel of the Administrative Division who approved the rating for the writer.

Mr. Morrell points out that he prepared the annual performance rating on Agent Murphy and rated him Excellent in view of his over-all excellent performance during the rating period. He pointed out that he reported to the Correspondence and Tours Section on May 15, 1960, from the Newark Office, was rated Excellent for his services on an inspection of the Investigative Division, made a valuable suggestion as to the tightening up of supervision of bank robbery matters and was commended two times in connection with his work performance. This in contrast to the five letters of censure he received during his assignment to the Correspondence and Tours Section pointed out that Murphy is a consistently high producer turning out over 4,000 letters over the Director's signature during the period involved with an error record of approximately .2 of 1 per cent. This coupled with his other abilities he felt deserved Murphy the rating of Excellent. Assistant Director DeLoach reviewed and approved Mr. Morrell's rating of Murphy based on these factors.

Supervisor McDaniel of the Administrative Division approved the rating after discussing it with Section Chief Morrell and noted that Murphy had been rated only Satisfactory on the item "Accuracy and attention to pertinent detail" and considered the rating to be a fair and accurate appraisal of Murphy's services during the rating period.

RECOMMENDATIONS:

1. It is recommended that Section Chief Morrell who prepared the rating, Assistant Director DeLoach who reviewed the rating and approved it, and Agent Supervisor McDaniel of the Administrative Division who approved it for the writer be censured for their erroneous evaluation of this rating.

2. It is recommended that the adjective rating be reduced from Excellent to Satisfactory and that Assistant Director DeLoach so notify Agent Murphy.

Enclosures

1 - Mr. Cavanaugh (Sent Direct)

NPC:med

(3)

XEROX

JUN 1 1961

JUN 2 1961

Supervisor of Morrell, McDaniel & DeLoach

3-44

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 1
Page 226 ~ Duplicate